

PROFESSIONAL INTERVIEW REPORT FORM

Name: _____ **Date:** _____ **Interviewee:** _____

Employer: _____ **Occupation:** _____

Arrange an interview with an individual working in an occupation/career that you wish to pursue. Send a thank you note to the professional who spoke with you about their occupation.

- 1) What kinds of skills do you see as important for success in this type of occupation?
- 2) What attracted you to this area of work? What do you like most or least about your work?
- 3) What are the biggest challenges to professionals in this field?
- 4) What major or academic preparation would you suggest to prepare me for this field?
- 5) What was your college major? Does it relate to your present occupation? How?
- 6) What is the five-year outlook, in this field? What trends do you see for this kind of work in the future?
- 7) What abilities, experiences or personal attributes helped you to get hired?
- 8) What is a typical day like? A typical week?
- 9) What are the low and high-end earnings potential?
- 10) What personality characteristics make it easier to do this work well?
- 11) Other questions I may want answers to, are.....