

Job Shadow Informational Interview Questions

To find out more about your workplace host's job, you will conduct an interview. Be professional and courteous. Make sure you speak clearly and make eye contact with your host. Remember to relax and smile. Please ask your workplace host the following questions:

INTRODUCTORY QUESTIONS:

1. What is your job title?
2. What are your responsibilities?
3. What is a typical day like for you?
4. What do you like the most about your job? Why?
5. What do you like the least about your job? Why?
6. Why did you select this type of work?
7. How much education do you need for this job?
8. Did you need more job training after you were done with your education?

JOB SKILLS QUESTIONS: See if the same skills that you are now learning in your classroom are used on the job. To find out which skills are most important to your host's job, ask the following questions.

9. Please give me an example of how you use reading every day on this job.
10. Please show me some examples of how you use writing on this job.

11. Please show me how math is important to your job.
12. Please give me a specific example of why it's important to have good listening skills.
13. When do you need to use good speaking skills to get your job done?
14. Do you ever have to work in teams on your job? How so?
15. Please show me what you need to do on a computer for your job.
16. What kinds of problems do you solve on the job?
17. What skills do you still need to develop or strengthen?
18. Write down any more questions that you would like to ask:

WRAP-UP QUESTIONS: To conclude your interview, ask your workplace host the following:

19. What did you learn in school that helped you the most on the job?
21. What do you wish you had studied more of when you were in school?