Informational Interview

Conduct a brief research into the job/field/position for which you are attending NSCC to achieve. Determine if Skill Standards currently exist. If so use them as a reference to prepare for your conversation with the employer. Use this interview to develop information on the requirements/expectations of the business for a person just starting in this field.

Conduct a 15 to 30 minute information seeking interview with a person who supervises or does the hiring of people, for their business, performing the work for which you are studying at NSCC to get a job sometime in the future, say between six months and five years from now. Ask her or him the questions below.

Job Specifics

1. What does this job/work entail?
2. What are the top 3 Tier 1, Tier 2, and Tier 3 skills that apply to this job?
3. Would you add any skills needed that are not in the Skill Standards?
4. What are the educational requirements for this position?
5. What expectations are there for a person just starting in this job/position?
6. What problems could I expect to encounter in a position of this type?
7. What future changes do you see in this field/position?
8. What is the Average salary for a person just starting in this career/job/position?
9. What could I expect to be earning after 5 years?
10. What questions could I expect if I ever interview for a job of this type?

Demographics

1. Name of the Company?
2. Position of the person interviewed?
3. Approximate number of employees at this company?
4. Approximate number of employees engaged in the type of work/job/position you are conducting the interview about?
5. Title of the job/position/work/field you are interviewing about?
6. Location of this company?
7. URL of the Skill Standards web site for this field/position?

Enter your interview results into the web page provided on class website.