

Sample Extern Information Interview Questions

Questions About The Job:

What do you do during a typical workday (or week)? How much time do you spend in meetings, on the phone, with others or alone, at or away from the office?

What skills and abilities do you find are most important in your work?

What are the major divisions of your organization? How does your division or group fit in?

What kinds of people do you typically interact with (people internal/external to the organization, one-time or on-going relationships)?

How much flexibility do you have in terms of work hours, self-expression, innovations, and decision-making?

Is there in-house training or other opportunities for professional development?

What do you find the most challenging/frustrating about your job?

Would someone in your field expect to be moved about often in his or her career?

What are the areas of growth and decline in this career field?

What is the average beginning salary for a person entering this career field?

Can you name any relevant magazines, journals, or publications you would recommend I review?

What attributes and background do you seek in people you hire?

How has the field been affected by the ups/downs of the economy?

Questions About The Person:

How did you enter this field?

What preparation (training/experience) did you have and what would you suggest for someone entering this field?

What jobs did you have before this position?

Questions About Career Planning:

Would you recommend any courses or extracurricular activities to help prepare me for this field or make me more marketable?

What advice do you have for someone interested in your line of work?

How do people find out about the job openings in your field or organization (newspapers (which ones), by word-of-mouth (who spreads the word), the personnel office (how and where), or online (which sites))?

Alumni:

What programs or classes at Cornell would you recommend that were particularly helpful to you in entering and/or succeeding in your career field or organization?

What do you wish you had done, or would you do differently if you were in school today?