

# WIOA Informational Interview Questions

Immediate Job Goal is \_\_\_\_\_

Name of person interviewed \_\_\_\_\_

Job Title \_\_\_\_\_ Employer \_\_\_\_\_

**1. Duties:** What do you do in a typical day?

**2. Qualifications:** How did you get started into this type of work? Are there any special licenses, certificates, etc. required?

**3. Advantages:** What do you like most about your work?

**4. Disadvantages:** What do you like least about your work?

**5. Conditions:** Does this occupation generally provide employee benefits? i.e. holiday pay, sick leave, health benefits, flexible hours, overtime, retirement, etc.

**6. Salary:** What could an entry-level person expect to make? \_\_\_\_\_

**7. Additional Information:** What advice would you give to someone getting started in this field?

**Thank the Interviewee for their time and attention!**