

## Julie L Bartimus Career Consulting

[Bartimuscareerconsulting.com](http://Bartimuscareerconsulting.com)

[Julie.Bartimus@gmail.com](mailto:Julie.Bartimus@gmail.com)

@jlbartimus on LinkedIn and Twitter



### Sample Networking Interview Questions

First draft a few of your own questions, thinking about what you really need to find out about a position or company; then review the list below to select additional questions. Consider why you want to talk with this particular person; what unique information this person can provide? Because you want to be respectful of the person's time, only ask for 20-30 minutes and prioritize the questions you wish to ask.

#### About their story...

- How did you get started in this field? Is that a typical way someone would get started today?
- How did your education prepare you for this work? What other preparation (work/life experience) did you need to enter this field? Has that changed?
- How long have you been in this field? How do you stay up-to-date?
- If you could start all over again, how would you change your career path? Why?

#### About their work...

- What is a typical day like for you? What do you do in two or three sentences?
- What do you enjoy most about your work/job? What are some of the frustrations?
- How has this career/work/industry changed since you started? What changes do you anticipate?
- What educational degree, license, or other credentials are required for entry and advancement?
- What do you see as essential skills and personal characteristics needed to succeed in a position like yours? What might be the most important skills a career-changer would bring to this kind of work?
- What kinds of volunteer, professional association or entry-level/internship activities do you suggest I pursue to build my skills and experience for this kind of work? Are there publications for this industry/occupation that I should be reading?
- How do you stay up-to-date in your field? How do you stay enthusiastic about your work?
- What are your (long-range) career goals? What is the typical career progression for this occupation/field? If colleagues leave this kind of work, what kind of paths do they seem to take?
- What would be the criteria you would look for in hiring someone for an entry-level/mid-level/experienced-level position in your occupation? What might be some typical job titles-- especially for my current qualifications?
- On what criteria are employees in these job titles typically evaluated?
- What are some big challenges a career changer faces when entering this field/industry?
- Who (else) might have a different perspective about other work environments or ways I could use my skills, knowledge and abilities? Would you be willing to introduce me?

#### About the field or industry...

- From what you have seen in your work/industry, what do you believe the employment outlook is like? Are there some segments of this work/industry that are thriving more than others?
- What are the current and emerging trends in the industry?
- Is this field growing enough that there is room for someone like me?
- What developments on the horizon could affect future opportunities, and in what way(s)?
- What is the most important advice you can give me about this industry?
- What are the major ways technology is used in this industry? ...in your company?
- Why do people leave this field?

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### About the field or industry... (Continued)

- Who are the most important people in the industry today?
- Which companies have the best track record for promoting women and minorities?
- Are there opportunities for self-employment in your field? Where?
- What can you tell me about advantages and disadvantages of different companies in this industry?
- How frequently do layoffs occur? How does that affect the morale of employees?
- How do promotions typically occur?
- What is the background of most senior-level executives in this field? In your company?

### About your job search...

- I am looking for a job in \_\_\_\_\_. How long do you think this job search will take me in the current job market? What challenges are currently facing job seekers in this market?
- Using my resume information, what do you think are my strengths and weaknesses for the kind of work I want to do? Do I appear to have the necessary skills and knowledge for the kind of work I want? What am I missing?
- Do I appear to have the necessary skills and knowledge for the kind of work I want?
- Can you suggest any improvements to my resume?
- What might be some other job titles for what I want to do?
- What kind of questions should I expect in an interview for this kind of position?
- If you were doing my job search, what companies or organizations would you target? Why?
- Do you know of any recruiters or search firms that seem to specialize in my occupation or industry?
- Are there any professional organizations I should join now?
- What would be a realistic salary range in this field for someone with my background?
- How do people usually learn of job openings in this occupation?

### About a particular company...

- I have applied/will be applying for a position in your organization. What is it like to work there?
- Where do you see the organization heading in the next few years? How is the company doing financially? Are mergers or acquisitions in the future?
- How would you describe the company personality/corporate culture/leadership?
- What can you tell me about the advertised position? Why is it open? What happened to the person in that position? Can you give me an idea of the salary range for the advertised position?
- What is the management style of the manager or supervisor?
- What are the biggest issues the company and department of the advertised position are facing?

### Finishing the networking interview...

- Is there anything else you believe it is important for me to know about this field /industry /organization /opening?
- Would you be willing to give me 1 or 2 names and phone numbers of persons in this occupation so I could talk with them like I'm talking to you? May I use your name as a reference?
- May I have your business card?

### Send a Thank You note by mail or e-mail after the conversation

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Adapted from material that originally appeared in the University of Illinois Alumni Association's Virtual Career Center