# Informational Interview Developing Interview Questions Worksheet

1. What are your goals for your informational interview?
2. What have you learned about the person you will interview through your research? What would you like to learn more about?
3. Identify five topics you would like to ask about in your informational interview.
4. Develop 15 questions to ask during your interview.
5. Review your questions. Do they meet the needs of FRAME? Take notes here on your questions and update them to meet the needs of FRAME.
6. Read through your questions aloud. Are you comfortable with them? Are they worded professionally? Take notes here on questions you would like to improve.
7. Copy and paste your questions into generative AI with the following prompt: “I am a student conducting an informational interview with a business professional. Can you provide suggestions for making sure my questions sound professional?” Did generative AI improve your questions? Will you take all their suggestions? Why/why not? Write your updated questions here.
8. Sometimes students reveal that they like the questions AI assisted with, but they don’t feel like they are worded in a way that reflects their personality, or they use language they aren’t comfortable with. Read through your questions aloud. Are you comfortable asking them as they are? If not, make additional updates.
9. Copy and paste your questions into generative AI with the following prompt: “I would like my interview to be well organized, flow smoothly, and lead to organic conversation. Can you reorganize my questions to achieve my goals?” Analyze the new set of questions. How are they different from your previous sets of questions?
10. Review your latest set of questions once again for FRAME. Take notes here on your questions and update them to meet the needs of FRAME.
11. Write your final set of questions.
12. Practice interviewing with your questions. Have your friend pretend to be the business professional. Their answers are not important, instead focus on turning your interview from a question-and-answer session to an organic conversation by asking good clarifying and follow-up questions. What clarifying and follow-up questions did you ask? Did you achieve an organic conversation? What would you like to improve upon and how can you achieve these goals during the real interview?