DIRECTIONS FOR GATHERING INFORMATION FROM OTHERS

The goal of the assignment is to learn from the people you know who you see as successful. There are three categories of questions to ask them. Please ask at least 2 from each category. Feel free to add your own questions. The meeting should be about 30 minutes and casual. Make notes from your conversation as you’ll want to refer back to these later on.

1. Questions about their company, industry and job
   - How did your company get started?
   - What industry are you in and what’s happening in your industry?
   - How would you describe the culture of this organization?
   - What kinds of people work here? What are their job titles and skills or education?
   - Who do you consider to be your primary competitors?
   - What is the primary purpose of your organization/mission statement or what products or services do you provide?
   - Do you think there will be growth and hiring in your industry over the next few years?

2. Questions about the person you’re interviewing:
   - How/when did you begin working for this company?
   - What has your career been like?
   - What are you responsible for?
   - What’s your biggest accomplishment thus far?
   - What are your biggest challenges in an organization like this (or field/job like this)?
   - What do you like/not like about what you do?
   - What was your first position out of school and how did you manage your first promotion?
   - What professional organizations do you belong to?
   - If you could start your career over, what would you do differently?

3. Questions about me:
   - Based on my experience and background what types of positions do you think I’d be good at?
   - What are some important things you think I should learn?
   - What advice do you have for me?
   - What do you see as my strengths, talents or skills that might be important?
   - If I were interested in your career or industry, what qualities do you think I should develop?
   - What experiences should I seek while in school?