

Informational Meeting Sample Questions

PSJD, with advice from the professional development teams of UC Berkeley, Washington and Lee, and Seattle University Law Schools.

• Career Development

1. *Are there opportunities in this field?*
 - What are the chances for advancement in this field?
 - What do you see as the future of your type of organization, or of your field?
2. *How do I put myself in a position to take advantage of opportunities in this field?*
 - How did you get started in this career?
 - Why did you get started in this career? (How did your interest develop?)
 - Was your pathway similar to other people who do the same kind of work?
 - What kind of work/internship experience would employers look for in a job applicant?
 - Did you take any courses or work any internships that helped you get started in this area?
 - What work experience did you have prior to your current position?
 - How did you obtain that experience?
 - What skills are necessary for a successful career in this field?
 - What might I do to make myself more attractive as a potential employee? (*including tweaking resume or improving interview skills as well as education and experience*)
 - What do you know now you wish you'd known before you entered this field?
3. *Do you know of any resources which might help me break into in this field?*
 - What professional publications do you read and why?
 - What should I read (e.g. websites, books, journals, etc.) that might lead me to learn of a job or internship in this field?
 - Which employers (e.g., government agencies, private firms, public interest employers, etc.) should I work for to prepare me to work at a place like this? Is there anyone at such organizations that you know who I could contact?
 - Can you suggest other people who may be helpful to me in gathering information about this field/location?
4. *Do you think I'm cut out for this field?*
 - What's your advice for someone with my experience, or someone who is just beginning or trying to enter your field?
 - How might I determine whether I have the ability or potential to be successful at your job?
 - What are the main or most important personal characteristics for success in your field?

• Nature of Work

1. *What do you do in a typical day/week/month/year?*

- What percentage of your day is spent dealing with people? What percentage of your day is spent dealing with paper?
- What is your typical day like?
- What skills do you use most in the course of your work?
- What are your major job responsibilities?
- How much does your work vary from day to day or week to week?
- How predictable or variable is your schedule?

2. *What does your organization look like?*

- What is your title?
- Who do you report to? Do you also supervise other people?
- How much autonomy do you have in what you work on and how you go about your work?
- Who are your clients?
- How do your clients or cases come to you?
- Is your practice typical of others in your field?
- How would you describe the atmosphere/culture of your workplace?

3. *Do you like your job?*

- What is the most interesting [case, transaction, etc.] you've worked on lately?
- What do you most enjoy about your work? What brings you the most satisfaction?
- What would you change about your work if you could?
- What are the greatest pressures, frustrations, or anxieties in your work?
- What are the advantages and disadvantages of work with this type of [organization, agency, etc.]?
- Do you think your satisfactions/frustrations are typical of people working in this field?

• **Job Opportunities [Tread with Caution!]**

1. Do you know of anyone who might be looking for an employee with my background and interests?
2. Can I leave my resume with you in case you learn of opportunities you think I might be interested in?
3. Do you know of any specific job openings I should consider?
4. Where might I find job listings in this field?
5. Can I use your name when contacting others?
6. Can I call on you again in the future?
7. Can you suggest other people who may be helpful to me as I search for job opportunities in this area?

• **Catch-alls**

1. Did I leave out any important questions that would be helpful in learning about your job or your organization?
2. Do you have any other information that would be helpful to me as I learn about this field?