

Informational Interview

CALLING & COMPASS

Baton Exchange, July 2025



Below is a general informational interview template that a young professional can use to explore the range of occupations within any industry.

Pro Tip: prepare for the interview beforehand by learning about the person you will be interviewing. Try to find their profile on LinkedIn. Google their name and search for company or personal bios to review.

Exploring Career Paths in [Industry]:
Interviewee's name, title, company:

Introduction

Interviewer: Thank you so much for taking the time to speak with me today. I'm exploring careers in [industry name], and I'm eager to learn more about the various roles available and how people find their paths within the field. I'd love to hear about your experience and get a better understanding of what kinds of opportunities exist.

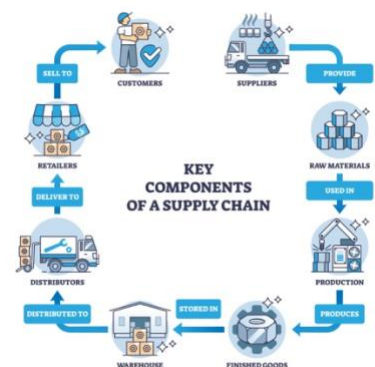
SECTION 1: Career Journey

What's been your career journey, starting with your first job out of college? How did you get to where you are today?

What does a typical day or week look like in your current role?

What do you find most fulfilling about your work?

SECTION 2: Industry Overview Thanks for sharing! Now jumping to the industry questions, could you give me a general overview of the industry? What are the major sectors or areas within it and how would you briefly describe what they focus on or involve? [Use the diagram to the right as an example prompt if needed. Every industry has a flow, including services.]



SECTION 3: Types of Roles

Could we walk through some of the common job types or functions in the industry? I'd love to get a sense of what roles are out there and how they fit together.

1. Entry-Level or Foundational Roles

What are some of the entry-level roles and what do they typically do or involve?

Role 1:

Role 2:

Role 3:

2. Mid-Level or Specialized Roles

What are some of the mid-level or specialized roles and what do they typically do or involve? How many years of experience is typically needed?

Role 1:

Role 2:

Role 3:

3. Senior-Level or Leadership Roles

What are some of the senior-level or strategic leadership roles and what do they typically do or involve? How many years of experience is typically needed?

Role 1:

Role 2:

Role 3:

4. Cross-functional roles

What are some roles that might not fit neatly in one category—such as *project managers*, *analysts*, or *consultants*—that work across departments or bridge technical and communication gaps? What's involved with those roles?

Role 1:

Role 2:

Role 3:

SECTION 4: Skills and Education

What are the top 5 skills I need to master to be successful in this industry? How do I develop those skills?

- 1.
- 2.
- 3.
- 4.
- 5.

What educational or certificate backgrounds are typically needed for success?

What personal character traits or personality types help a person to do well in this industry or profession?

SECTION 5: Career Paths and Entry Points

How do most people get started in this field? Are there common entry points, and what does advancement typically look like? What are the roles in a typical career path?

Do some people move laterally to gain new skills or shift from one sub-area to another?

SECTION 6: Trends and Opportunities

What trends are shaping the future of this industry? Are there areas or jobs that are growing or in high demand? What are they?

SECTION 7: Reflecting on Career Journey

Life-Work Balance. What demands or implications can one typically expect on their family, friends and faith life by working in this industry and its roles?

Ambition & Success

What do you know now about ambition and success that you wish you had known early in your career?

If I Had Only Known

What do you know now about this industry that you wish you would have known when you first started in it? Is there anything you would do over if you could?

SECTION 8: Final Advice

This has been incredibly helpful. Do you have any advice for me or others exploring this field?

Recommendation Can you suggest others in the industry I might speak to?

Resources Are there any books, podcasts, websites, or organizations you recommend I explore?