- What do you do in a typical work day? What percentage of time do you spend on each responsibility?

- How would you describe your work environment? How would you describe the organization's culture?

- How does this job fit into the department's/organization's structure?

- What skills, education, and experience qualified you for your current position?

- What preparation, coursework, or experience would you recommend for someone wanting to enter this field?

- If you were hiring someone in this field, for what skills and abilities would you look?

- What do you enjoy most about your job? What do you find the most challenging?

- What would be a typical career path within this organization?

- What are your career goals? For what other types of opportunities do you see this job preparing you?

- What is unique about your organization as compared to others in the field?

- What can I expect entry level salaries to be like? What might an average salary be with several years of experience?

- What trends or changes are occurring in your field?

- What suggestions do you have to help make my resume more marketable to employers in this field?

- How well-suited is my background for this type of work? What experience, paid or volunteer, would you recommend?

- What types of employers hire people in this line of work? Where are they located/ what other career areas do you feel are related to your work?

- What are the most important factors used to hire people in this work (education, past experience, personality, specialized skills)?

- Based on our conversation today, what other types of people do you believe I should talk to? May I have permission to use your name when I contact them?