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Colleague Interview Questions

Directions: Your task is to interview two people who are or have been employed in the career field you plan to pursue. This is called an “Informational Interview” where you are asking questions and trying to obtain information from someone who is experienced and seasoned in your career field.

Interview #1 | Name of Person Interviewed:

1. Why did this type of work interest you, and how did you get started?
I have always like detail work and numbers. I actually “fell” in to this job; I began as a part time Concierge for this company and was promoted to my position as Accounting and HR assistant
2. What is your job like on a typical day?
I spend most of my day on the computer either paying bills or receiving money from tenants. I run reports help manage our accounting software and keep our electronic filing system organized
3. What percentage of your time is spent doing what?
50% paying bills; 25% receiving funds from tenants 25% managing accounting software and electronic filing
4. From your perspective, what are the problems you see working in this field?
The biggest problem is inefficient computers and software. Without the correct computer my Work is much slower!
5. What are the educational, requirements for this job? What other types of credentials or licenses are required? What types of training do companies offer persons entering this field?
As I said I “fell” in to this job but I believe that experience and hard work are very important. There are no requirements for this job other than that.
6. What are the skills that are most important for a position in this field?
Detail oriented, math skills, organization
7. If your position were suddenly eliminated, what kinds of work do you feel prepared to do?
Any job in administration or in the same accounting capacity I am in now
8. What interests you least about the job or creates the most stress?
Repetitive work interests me the least and the most stress are deadlines that I struggle to meet
9. What sorts of changes are occurring in your occupation?
Everything is moving to the cloud and paperless, for accounting that can be a challenge
10. Do you have any advice for someone interested in this field/job? Are there any written materials you suggest I read? Which trade/professional journals and organizations would help me learn more about this field?
I would suggest getting a job in the field you are interested at the bottom and train and listen and work very hard. Written materials for accounting are something I have never read but I do not believe accounting, in itself, has not changed, only the way accounting is being done has changed.

Taking courses at a community college is a great idea and finding a mentor in the industry and networking is a great way to be aware of what jobs and opportunities are out there.