

Work-Based Learning Connector Informational Interview Checklist

Quick tips for Work-Based Learning Connectors³ to ensure a successful informational interview.

Before the Informational Interview

- Identify all interested teachers/faculty and help them plan for the informational interviews.
- Address any relevant school policies that may apply (in the way that field trips may be handled).
- Make sure the employer partners are good matches for the careers learners are interested in.
- Prepare teachers/faculty and encourage them to support the informational interviews and reflect them in their classroom activities. Share the Teacher/Faculty Tip Sheet.
- Have teachers/faculty help create learning objectives and work with learners to prepare a list of questions to ask.
- Create and provide appropriate support materials for distribution to employee volunteers who will participate in an interview. Share the Employer Tip Sheet.
- Work with employee volunteers to help them prepare for the interview. Discuss best methods for being real with and engaging learners⁴.
- Arrange for learner transportation and other logistics.
- Find out if safety gear is required and, if so, arrange for it to be provided.
- Have the learner call or email the staff member/company to confirm the details for the informational interview. Ideally, it should take place at the worksite. If it's a telephone or online hybrid activity, confirm the technical details, time and format.
- If conducting the activity in a remote classroom, test and practice with the interface prior to the presentation. Ask for permission to record and share the interview with others in the future.
- If learners are interviewing employer partners over the phone or using another technology, ensure appropriate permissions, guidance and protections are in place and share those policies with employer partners and learners.

After the Informational Interview

- Document the informational interview in ELENA. Review feedback from interviewed employees, learners and teachers/faculty and summarize results. Make recommendations for improvements.
- Help learners update their career development plan and think about any next steps they would like to take to further their career goals.
- Work with teachers/faculty to connect the informational interview to the classroom.
- Send thank-you notes to employer partners.
- Publicize the informational interviews and the companies that participated by placing a

Sample Informational Interview Timeline

Beginning of the school year:

Identify interested teachers/faculty and brainstorm companies that could participate.

Two months in advance: Invite business partners to participate. Find out the best days and time for the employer partners.

One month in advance: Confirm learner participation. Have learners research the industry or company.

One week in advance: Send employers logistics for the day and questions to expect. Have learners confirm the interview day and time.

After the Interview: Send thank-you notes to all hosts and ensure learner reflection activities take place.

³ This includes Earn & Learn work-based learning connectors and others who facilitate, arrange and support work-based learning activities for learners.

⁴ Learners include: K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

- story in the local newspaper or posting on the school website or social media.
- Suggest the learners share their experiences on social media and tag the partner businesses.
 - Consider other potential public relations benefits and opportunities.

Tips for Conducting Hybrid Informational Interviews

- Select and personally practice using the selected technology.
- Make sure all students have access to appropriate technology.
- Do a test run with your students as well as the presenter.
- Have all students who will participate in the activity brainstorm and prepare questions they would like the Interviewee to answer.
- Select a small group of students (or individual student) and have them pose the group's questions to the interviewee using the selected on-line platform or conduct the interview yourself. Record the activity.
- Decide how you want to organize and moderate the session. Sometimes it takes one person to manage the session and another to monitor the technology and address questions.
- Decide which student reflection activities will take place and how you will support them.
- Remember, it's possible that parents or guardians will be around and would be a good resource for potential future speakers.
- Make sure you get feedback on the activity from the interviewee and the students.
- Record and post the presentation for others to view and use in their classrooms.