

## Learner<sup>5</sup> Informational Interview Checklist

An informational interview is a chance for you to interview someone at a company about his or her industry, education, and career path. You can ask why the person decided to choose this career and how they got to where they are. You'll have the opportunity to ask questions, practice professional behavior and become more comfortable communicating with professionals. Have fun with this one. You'll be surprised what you learn, and you might want to follow in that person's footsteps!

### Have you done all you can to prepare?

- Fill out and turn in any required forms.
- Do some research on the company you'll visit. Check out their website and learn as much as you can about the place, its history, what they do and how it impacts your community.
- Figure out what to wear. Look for employee photos on the website/social and mirror the dress code.
- Get information on the logistics, including how to get there and where to go when you arrive.
- Prepare a list of questions about the company, the industry, career opportunities, and what kind of education and training is needed for different jobs.
- Practice introducing yourself as a professional (name, grade, organization or school, why you chose to take part in the interview, and what you'd like to do with your future).
- If you are participating in an online activity, make sure you have practiced using the technology, and are ready 5 minutes prior to the start time.

### Virtual Interview Tips

Have you...  
Arranged for internet access and tested your device?  
  
Practiced with the online tool you are using?  
  
Shared your questions with your teacher and student representatives?  
  
Reviewed the on-line practices and protocols fact sheet?

### Have you thought about what you can do to make the informational interview a big success?

- Be respectful. Arrive on time (be at least 10 minutes early) and make sure your phone is turned off.
- Be an active participant. Pay attention and ask good questions.
- Make connections between what you're learning in the interview and what you're learning in class.
- At the end of the interview, shake hands, thank the person for his or her time and ask if you can stay connected via LinkedIn or email. Ask for a business card.

### When the informational interview is over, how will you keep moving your career forward?

- Reflect on the day. Talk to your teachers/faculty and classmates about the informational interview and your feelings about what you experienced. Would you work there or somewhere similar?
- Participate in evaluating the experience and give ideas to improve future interviews. What worked and what didn't? Be honest! It will help make future interviews more impactful.
- Update your career development plan and think about next steps in moving your career plans forward.

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<sup>5</sup> 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.



- Send a follow-up email thanking the interviewee for his or her time. If you're interested in working there or learning more, say so and ask for next steps.
- Is there more you want to know about this field or company? Would you be interested in going on another interview in the future?
- Share your experience with your peers on social media. Perhaps a blog post about the event?
- If you are representing others in your pathway, make sure you prepare for your presentation with your teacher or connector.