

## Teacher/Faculty Informational Interview Tip Sheet

Note: If you're coordinating an informational interview, have a look at the Connector Informational Interview Checklist.

Informational Interviews are designed to:

- Provide exposure to potential careers and jobs.
- Provide a realistic picture of the business, its role in the community and the career paths and occupations of its workforce.
- Help students/learners make the connection between school and the workplace.
- Inform career planning.

### Before the Informational Interview

- Review the Informational Interview Fact Sheet and this tip sheet.
- Identify desired student/learner learning objectives.
- Assess how the interview can support classroom activities and help meet curriculum goals.
- Have students/learners research the involved companies and the careers they offer and prepare questions for the interviewees.
- Build excitement for the activity and talk to students/learners about what they can expect to learn.
- Send participating employee volunteers information about the school and curriculum. Talk with them about how to be real with and fully engage students.

### After the Informational Interview

- Thank the employer and participating employees.
- Debrief with the WBL connector and together identify follow-up activities for the students/learners.
- Ask students/learners to assess the effectiveness of the informational interviews and make recommendations for improvements. (use the WBL Activity Evaluation)
- Provide individual and group reflection activities for students/learners and help them make the connection between training topics and the workplace.
- Help students/learners update their career development plan and think about any next steps they would like to take to further their career goals.
- Have students/learners write thank-you notes to the employer partners.
- Assess the impact and value of the informational interviews with the connector and utilize employer, teacher/faculty and student/learner feedback to improve future informational interviews.
- Document and archive information about the informational interview.

### Go Deeper

- Make the informational interviews part of a project and have students/learners prepare and deliver a presentation to others at your school about the participating companies.

#### The Classroom Connection: Preparation and Reflection

##### Before Informational Interviews

Set students/learners up for success by having them:

- Research participating companies and industries.
- Discuss how the interviews can help them meet learning objectives.

##### After Informational Interviews

- Spark student/learner reflection with an activity.
- Ask, "What new things did you learn about this job and industry?"
- See if they want to find out more or further explore careers in the industries represented.