

## Employer Informational Interview Tip Sheet

Thanks for agreeing to be interviewed by one of our learners<sup>7</sup>. As you think about how to best prepare for the interview, keep the following success factors in mind.

### Before the Informational Interview

- Provide teacher/faculty or connector with company website link(s) and info about your industry and profession to help learners prepare for the interview.
- Ask the instructor about the learner who will interview you and find out what he or she is currently focused on in the classroom so you can explain how the academic content being learned is applied in the workplace. Provide real-world examples.
- Though it's best if the interview takes place at your work, if it's happening at the school, ask where to park and enter the building.
- If the interview will be held at your workplace and safety gear is necessary, arrange for it to be available.
- If you are conducting the interview remotely, make sure you review the format, timing and logistics prior to the interview itself. Make sure you are comfortable with the interview being recorded and shared with others at the school.
- Let the connector know if you would like the learner to contact you directly to arrange the interview.

### Suggested Talking Points:

- Describe your career journey.
- Talk about obstacles you overcame.
- Discuss need for perseverance, hard work and getting along well with others.
- Manage expectations about the world of work.

### Tips to Share:

- Avoid job hopping.
- Build your network (talk about how to do that).
- Be a continuous learner and stay abreast of industry changes.

### During the Informational Interview

- Describe a typical day at your company and help learners understand as much as they can about the culture of the workplace and the nature of the world of work.
- Talk to the learners about the range of career options in your company or industry. What will it take to be hired when education and training is completed?
- Be real. If possible, share mistakes you've made and how you addressed problems. What was your experience like in school? Did you struggle at all? If so, share that story!
- How did you get to the job you're in today? Share the educational and career path you took to your current position.
- Talk about how school subjects (such as math and language arts) and good habits (such as punctuality and consistent attendance) are important skills in the workplace.

### After the Informational Interview

- Provide feedback to the connector to improve future informational interviews.
- Consider how you might use the interview to promote your company's visibility in the community.

### Go Deeper

- Explore ways that you might further interest learners in your company.
- Talk to the connector about being a classroom speaker or guest trainer, helping with curriculum, or hosting learners for Job Shadows, Jobs or Internships.

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<sup>7</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.