

## Informational Interview Guide

### Introduction

This Informational Interview Guide is designed to help develop informational interviews that work for students, employers, and teachers. It is part of the Work-Based Learning Toolkit developed for NYS P-TECH that provides quality approaches and strategies to create high-quality, safe and legal informational interviews for P-TECH students.

### Informational Interview Overview

Utilizing Informational Interviews to support learning in the classroom is a structured Career Awareness activity in which students formally interview an employer partner about his or her industry, educational and career path, and chosen profession. Unlike a Guest Speaker activity, where speakers usually address a group in the classroom, Informational Interviews are one-to-one interactions and generally take place at the employer's workplace. The interview includes discussion of the person's chosen career, the path they took to get there, the level of education required and the responsibilities and daily activities of the job. The students also ask questions and learn about the range of career opportunities within the industry, opportunities for growth and the salary ranges for different occupations. Informational Interviews are especially effective if conducted at the workplace.

### Informational Interviews are designed to promote:

- Exploration of a field of interest
- Exposure to careers and jobs
- Awareness of the academic, technical and personal skills required in particular jobs
- The opportunity to practice and demonstrate key professional skills, including communication, critical thinking, workplace appearance and timeliness.

### The Importance of Structured Activity

All Informational Interviews should include structured activity before, during and after the experience. These activities help ensure that all involved parties have meaningful, productive experiences that result in enriched student learning. Proper planning and preparation, attention to legal and safety details, maximization of learning potential, and communication and support for the student and industry host will help ensure success.

### Informational Interview Support Materials

Tip sheets and checklists for P-TECH coordinators, employer partners, and students and teachers are provided in this toolkit to help design, structure and support informational interviews to maximize student learning. Each tip sheet supplements the Work-Based Learning essential elements described in section three of this toolset, and provides a set of success factors and lists of activities or tasks to perform before, during and after the experience. A fact sheet for prospective employers is also provided.

## Tip Sheets and Fact Sheets

### **Coordinator Tip Sheet: Informational Interview Success Factors**

*A tip sheet for P-TECH coordinators or intermediary partners responsible for implementing Informational Interviews.*

### **Teacher Tip Sheet: Informational Interview Success Factors**

*A tip sheet to help teachers connect the Informational Interview to the classroom.*

### **Student Tip Sheet: Informational Interview Success Factors**

*A tip sheet to help students get the most out of the Informational Interview.*

### **Employer Tip Sheet: Informational Interview Success Factors**

*A tip sheet for participating employers,*

- *What's my role in the Informational Interview?*
- *What should I talk about?*
- *How does this work?*

### **Employer Fact Sheet: Informational Interview**

*A fact sheet that describes what's involved in a company participating in an Informational Interview.*