

## P-TECH Coordinator Tip Sheet Informational Interview: Success Factors

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

When designing and implementing an Informational Interview with your industry partners, keep the following success factors in mind.

### Before the Informational Interview

- Support effective planning.
  - ✓ Identify how many students will be ready for an Informational Interview, and when they will be ready for the experience.
  - ✓ Identify and address any relevant school policies that apply to Informational Interviews. (Note: School-sponsored Informational Interviews are often considered to be field trips. School district policies regarding transportation, Workers Compensation and liability insurance may apply.)
- Coordinate Informational Interview.
  - ✓ Work with the employer to plan the interview.
  - ✓ Identify a point person at your school and with the employer.
  - ✓ Create and provide appropriate support materials for distribution to employees who will be part of the interview.
- Address logistics.
  - ✓ Arrange for transportation and other logistics.
  - ✓ Find out if safety gear is required, and if so arrange for it to be provided.
  - ✓ Once arranged, have the student call the employer to confirm the details for the Informational Interview. Ideally, the interview should take place at the worksite.
- Coordinate employer involvement.
  - ✓ Brief the employer on the career pathway you are supporting and what's going on in the classroom.
  - ✓ Help the employer be prepared to talk about multiple occupations in the sector.
  - ✓ Set clear expectations about desired student learning outcomes.
  - ✓ Discuss subject matter and its appropriateness for this population of students.
  - ✓ Discuss best methods for being real with and engaging students.

### After the Informational Interview

- Conduct follow-up activities.
  - ✓ Debrief with the interviewee.
  - ✓ Assess the impact and value of the Informational Interview.
  - ✓ Utilize employer, program staff and student feedback to improve future Informational Interviews.
- Document and archive information about the Informational Interview.

### Go Deeper

Here are some suggested activities to deepen the impact of an Informational Interview.

- Make the interview part of a project and have students prepare and deliver a presentation to others at your school about the company.
- Consider any potential public relations benefits and opportunities.
- Engage the employer and encourage them to consider other forms of involvement.