

Informational Interview

An Informational Interview is a structured Career Awareness activity in which a student formally interviews an employer partner about his or her industry, educational and career path and chosen profession. The interview includes discussion of the person's chosen career, the path taken to get there, the level of education required and the responsibilities and daily activities of the job. The interview includes questions 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.

Program Level: 9th grade or higher

Employer/Student Ratio: 1:1

Duration: 30–60 Minutes

Frequency: One time

Location: Most effective if at the workplace. Could be at the school.

Costs: Staff time

Special Considerations: Company and workplace policies regarding visitors

Why is an Informational Interview important for students?

- Promotes the exploration of a field of interest.
- Provides exposure to careers and jobs.
- Builds awareness of the academic, technical and personal skills required in particular jobs.
- Provides the opportunity to practice and demonstrate key professional skills, including communication, critical thinking, workplace appearance and timeliness.

What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes students to the skill needs, educational requirements and career opportunities in your industry.
- Marks the beginning of the “long-interview” process for this student with your company, and may lead to deeper connections over time
- Promotes an understanding of the role and contributions of your business.
- Introduces students to your employees and co-workers.
- Helps your employees understand how to communicate with the next generation of workers.
- Provides a way to introduce and engage multiple employees with your commitment to students and connect your company with the community.

What do I need to do next?

- Contact your NYS P-TECH coordinator.
- Arrange for a presentation to your employees.
- Consider any impacts on company policy.

Resources

- Distribute the *Employer Tip Sheet: Informational Interview* to interested employees.
- Review the *P-TECH Professional Skills*.
- Review *Employer Fact Sheet: Participation Options* to learn more about how to get the most out of your partnership with NYS P-TECH.