



## Coordinator Informational Interview Checklist

Quick tips for Work-Based Learning Coordinators<sup>1</sup> to ensure a successful informational interview.

### Before the Informational Interview

- Identify all interested teachers and help them plan for the informational interviews.
- Address any relevant school policies that may apply (in the way that field trips may be handled).
- Make sure the employer partners are good matches for the careers students are interested in.
- Prepare teachers and encourage them to support the informational interviews and reflect them in their classroom activities. Share the Teacher Tip Sheet.
- Have teachers help create learning objectives and work with students to prepare and create a list of questions to ask in the interview.
- Create and provide appropriate support materials for distribution to employees who will participate in an interview.
- Work with employees to help them prepare for the interview. Discuss best methods for being real with and engaging students.
- Arrange for student transportation and other logistics.
- Find out if safety gear is required and, if so, arrange for it to be provided.
- Have the student call or email the staff member/company to confirm the details for the informational interview. Ideally, it should take place at the worksite.

### After the Informational Interview

- Document the informational interview. Review feedback from interviewed employees, students and teachers and summarize results. Make recommendations for improvements.
- Help students update their Employability Skills Profile and think about any next steps they would like to take to further their career goals.
- Work with teachers to connect the informational interview to the classroom.
- Send thank-you notes to employer partners.
- Publicize the informational interviews and the companies that participated by placing a story in the local newspaper or posting on the school website or social media.
- Suggest the students share their experiences on social media and tag the partner businesses.
- Consider other potential public relations benefits and opportunities.

### Sample Informational Interview Timeline

**Beginning of the school year:**

Identify interested teachers and brainstorm companies that could participate.

**Two months in advance:** Invite business partners to participate. Find out the best days and time for the employer partners.

**One month in advance:** Confirm student participation. Have students research the industry or company.

**One week in advance:** Send employers logistics for the day and questions to expect. Have students confirm the interview day and time.

**After the Interview:** Send thank-you notes to all hosts and ensure student reflection activities take place.

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<sup>1</sup> In New York State, this includes certified work-based learning coordinators and others who facilitate, arrange and support work-based learning activities for students.