



Teacher Informational Interview Tip Sheet

Note: If you're coordinating an informational interview, have a look at the Coordinator Informational Interview Checklist.

Informational Interviews are designed to:

- Provide exposure to potential careers and jobs.
- Provide a realistic picture of the business, its role in the community and the career paths and occupations of its workforce.
- Help students make the connection between school and the workplace.
- Inform career planning.
- If conducting a virtual Informational activity online, make sure both you and your students are comfortable with and have practiced using the technology.
- Understand your role in the process. Collect questions from interested students and select a volunteer to conduct the interview with you and share the results with the class or pathway participants.

Before the Informational Interview

- Review the Informational Interview Fact Sheet and this tip sheet.
- Identify desired student learning objectives.
- Assess how the interview can support classroom activities and help meet curriculum goals.
- Have students research the involved companies and the careers they offer and prepare questions for the interviewees.
- Build excitement for the day and talk to students about what they can expect to learn.
- Send participating employees information about the school and curriculum. Talk with them about how to be real with and fully engage students.

After the Informational Interview

- Thank the employer and participating employees,
- Debrief with the WBL coordinator and together identify follow-up activities for the students.
- Ask students to assess the effectiveness of the informational interviews and make recommendations for improvements. (use the WBL Activity Evaluation)
- Provide individual and group reflection activities for students and help them make the connection between training topics and the workplace.
- Help students update their Employability Skills Profile and think about any next steps they would like to take to further their career goals.
- Have students write thank-you notes to the employer partners.
- Assess the impact and value of the informational interviews with the coordinator and utilize employer, teacher and student feedback to improve future informational interviews.
- Document and archive information about the informational interview.

Go Deeper

- Make the informational interviews part of a project and have students prepare and deliver a presentation to others at your school about the participating companies.

The Classroom Connection: Preparation and Reflection

Before Informational Interviews

Set students up for success by having them:

- Research participating companies and industries.
- Discuss how the interviews can help them meet learning objectives.

After Informational Interviews

- Spark student reflection with an activity.
- Ask, "What new things did you learn about this job and industry?"
- See if they want to find out more or further explore careers in the industries represented.