



Employer Informational Interview Fact Sheet

In an informational interview, students formally interview an employer partner about his or her industry, educational and career path, and chosen profession. Students may also explore the range of career opportunities within the company or industry, opportunities for growth and the salary ranges for different occupations.

Designed to meet specific learning outcomes, informational interviews are linked to the curriculum and help students connect what they're learning in school with the workplace. Informational Interviews are one-to-one interactions and generally happen at the company's workplace. They may also be conducted via telephone – ideally utilizing Facetime or Skype.

Program Level: All grades.
Employer/Student Ratio: 1:1
Duration: 30 mins to an hour
Frequency: One time
Location: Worksite preferred
Costs: Staff time
Special Considerations: Employee selection. Company visitor and volunteer policies or practices.

Why are informational interviews important for students?

- Informational interviews expose students to potential jobs and careers and help build occupational knowledge.
- They illustrate the education and training needed for entry into certain positions and industries.
- They let students know about your company's processes and products/services and the role your business plays in the community.

What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company, as well as the required skills and education to be successful in your industry.
- Introduces students to one or more of your employees.
- Helps your employees understand how to communicate with the next generation of workers.
- Provides an efficient way to introduce and engage multiple employees with your commitment to education and connect your company with the community.

What do I need to do next?

- Determine who will coordinate the informational interview(s) for your company and have them connect with the work-based learning coordinator to address scheduling, planning and logistics.
- Arrange for a presentation to those employees who will participate in the interviews.
- Distribute the Employer Informational Interview Tip Sheet to interested employees.
- Consider any impacts on company policy.

Resources

- Review the Employer Participation Options Fact Sheet to learn more about how to get the most out of your partnership with the New York City Department of Education.