



Student Informational

INTERVIEW CHECKLIST

An informational interview is a great way to learn about a job or industry you're interested in, directly from someone who works in it. It's not a job interview, but a chance to ask questions, get advice and make connections. It's a good idea to practice your questions beforehand.

1. Telephone the person in charge of hiring at the company to schedule your interview. Thank the person for taking your call and make the following points:

- I would like to do a brief interview with you to learn about a job in your company.
- I am not looking for a job, I am doing research for my career.
- I am interested in your company because: _____
- May I schedule a time to speak with you? I would only take 10-15 minutes of your time.

2. Employer and Interview Information

Employer Name: _____

Interview Date and Time: _____

Interview Location (in person/phone/virtual): _____

3. Preparing for the Informational Interview

Research the company you will visit.

Make sure you are showered and wearing clean clothing.

Make sure you know how to get there (do a practice run before the appointment) and where to go when you arrive.

Plan to be 10 minutes early to the appointment.

Prepare a list of questions about the company, what they do, what it is like to work there, the type of career opportunities they have and the kind of training and education needed.

Take time to practice introducing yourself (going through your 30 second commercial) to family, friends and teachers before the interview.

4. Making the Informational Interview a Success

Be respectful. Arrive 10 minutes early and make sure your phone is turned off.

Pay attention and ask good questions.

Participate in the interview and have a conversation with the employer about the business.

At the end of the interview, shake hands and thank the employer for their time.

Ask for a business card.

Information/questions for the interview

- What does a typical day look like in this career/job?
- What skills are important for people wanting to go into this career?
- Can you tell me about the skills, education and training that led to the job you have now?
- What should I do if I am interested in working in this field?
- What do you like most about your job? What do you like least about your job?
- What advice would you give to someone wanting to go into this career?
- What surprised you the most when you started working in this industry?
- If you could give a person one piece of advice before they pursue a job in this field, what would it be and why?
- Do you have any questions for me?

5. Moving Your Career Forward

Spend some time reflecting on what you learned from the employer.

Send a follow up email thanking the employer for their time.

Consider setting up an Informational Interview with another company so that you can compare notes and look for things that are common and different in different companies.

Complete the Work-Based Learning Activity Evaluation form and return it to your VR Counselor/Pre-ETS Instructor.

Thank the interviewee for their time and ask for their contact information.