



TOOLS

Student Checklist for Informational Interview

Use this checklist as a quick reference to ensure you have completed all the steps needed to have a successful interview.

Before the Informational Interview

- Research the company or organization with which you will do an informational interview.
- Assess how an informational interview can support your ICAP goals.
- Using the **Informational Interview Student Scheduling Phone Call Script** make contact with industry representative.
- Get **Teacher Permission Form for Class Absence** signed based on arranged date and time.
- Turn in signed **Teacher Permission Form for Class Absence**.
- Develop questions about the work, career opportunities and connections to academics at the workplace.
- Confirm with employer the interview time and date.

During the Informational Interview

- Arrive at the location for the video / phone call 10 minutes before call time.
- Review questions with observing instructor.
- Have your questions and additional paper to write your answers.
- When finish thank the person for his or her time and effort in helping determine your ICAP direction.

After the Informational Interview

- Use your notes for individual and group reflection exercises.
- Participate in classroom activities that will help you think about the value of the informational interview.
- Write thank-you notes to the workplace host. Electronic methods are acceptable.
- Discuss the next step in learning about careers.
- Complete the **Informational Interview Student Evaluation**.