



TOOLS

Teacher 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

- Using the **Sample Email to Employers** reach out to employers about participation.
- Work with staff and administration to determine who, what, where and how many informational interviews will take place during the year.
- Make sure the student has completed steps of ICAP process that have identified career direction.
- Help prepare the student for the informational interview.
- Help the student make contacts for informational interviews.
- Help the student research the company and career.
- Help the student write and revise interview questions and practice interview.
- Establish a quiet place for video/phone call.

During the Informational Interview

- Have the student make the call using the questions and with paper to record responses.
- Be available if student needs assistance.

After the Informational Interview

- Provide individual and group reflection exercises.
- Help students make the connection between academics and the workplace.
- Have students write thank-you notes to their workplace hosts.
- Support students in determining the next step in ICAP and learning about careers.
- Use interviewee and student feedback to make continuous improvement.
- This experience along with the documentation could be used to document ICAP Work- Based Learning activities. Make sure to forward documentation to the ICAP coordinator.