



# TOOLS

## Employer Informational Interview Expectations

*(Top part to be completed by WBL coordinator)*

To help you prepare for your informational interview with (student name), we have created the following checklist of what you can expect. Please contact the work-based learning coordinator with any questions. Thank you for your participation.

Time period during which interview may be scheduled:	
Student name(s):	
School:	
School contact name and title:	
School contact phone: (     )	School contact email:
WBL coordinator name and contact information:	

Expectations:	Check:
Students will reconfirm the interview time shortly before it is scheduled to take place.	
Before the interview, please have up-to-date information about your organization, industry and the careers that are available. Any information about industry trends and the skills required for careers is beneficial to students, as are websites they can use to obtain more information.	
Students will likely ask about your own education, training, and career path.	
Allow the student to conduct the 15- to 30-minute interview.	
If you would like, provide feedback to the school contact or the work-based learning coordinator noted above.	