



TOOLS

Informational Interview Student Scheduling Phone Call Script

(Adapted from *Roads To Success*¹)

Directions: Use the script below to schedule your informational interview. Fill in the blanks for the first item before you make your call. The lines in bold indicate where you should be taking notes during the call. Make sure to record all of this information before you finish the call.

1. Hi, my name is _____, and I am a (what year) at _____ High School. Participating in an informational interview is an important part of my career education. I would like to interview someone at your organization for 15 to 30 minutes to learn about careers in (occupation/department/field). May I speak with someone who might help me identify the right person for me to contact to schedule an interview?

If person is unavailable or out for the day, get his or her name and the name of the person with whom you spoke.
 - a. **Name of person with whom you spoke:**
 - b. **Name and phone number of informational interview contact person:**
2. Repeat step 1 if transferred to another individual.
3. May I schedule an informational interview with one of your employees?
 - a. If the answer is yes, go on to the next question. If the answer is no, thank this person for his/her time and politely end the phone call.
 - b. Ask for the name, phone number, and e-mail address of your contact person.
 - i. **Name:**
 - ii. **Phone Number:**
 - iii. **Email:**
4. Confirm that you have the name, phone number, and email recorded correctly. Thank the person who has helped you identify the contact.
5. Call or email the contact person. Introduce yourself and indicate who gave you his or her name and why you are calling.
 - a. Would it be possible to schedule my informational interview during the week of _____ [as by teacher or school]? Is there a day or time that is best for you? (Or suggest a day and time.) How would you prefer I conduct the interview by telephone or by video?
 - i. **Date and time of informational interview:**
 - ii. **Method of interview: (phone or video)**
 - b. Repeat date and time you scheduled. Send an email confirmation promptly.
 - c. Thank you very much for your time. I look forward to our interview and will confirm it with you the day before. If your schedule changes, please let me know by contacting (school contact, phone and email), and I will get in touch to reschedule.

¹ <https://www.roadstosuccess.org/ourcurriculum>