



TOOLS

Workplace Partner 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

- Register on **Connect 2 Business** to promote informational interviews and more.
<https://okcg-c2b.kuder.com/>
- Let the teacher know the different positions available at your organization and who the contact person will be to arrange the interview.
- Inform employees doing interviews of the time commitment and benefit to student.

During the Informational Interview

- Provide a quiet place for employee to do video or phone call.

After the Informational Interview

- Complete and return the **Interviewee Evaluation**.