

HOST TIP SHEET

Informational Interview: Success Factors

A tip sheet for participating Informational Interviewing hosts

When getting ready to participate in an Informational Interview as part of the Learn & Earn Program, keep the following success factors in mind.

BEFORE THE INFORMATIONAL INTERVIEW

- Confirm logistics with your Learn & Earn Program representative.
 - › Let them know if you would like the young person to contact you directly to arrange the interview.
 - › Provide phone numbers at the workplace.
 - › Determine if safety gear is necessary and, if so, arrange for it to be available.
 - › Though it's best if the interview takes place at your place of business, if it's happening on the grounds of a Learn & Earn Program, ask where to park and enter the building.
 - › Ask the instructor about the youth or young adult you'll be talking to and find out what he or she is currently focused on in the classroom so you can explain how the academic content being learned is applied in the workplace. Provide real-world examples.

DURING THE INFORMATIONAL INTERVIEW

- Describe a typical day at your workplace to help the youth or young adult understand what you really do vs. what your title says.
- Be real. If possible, share mistakes you've made and how you have addressed problems. What was your experience like in school? Did you struggle at all? If so, share that story! How did you get to the job you're in today?
- Talk to the youth and young adults about the range of career options in your industry or organization. Indicate what it will take to be hired when education and training is completed.

AFTER THE INFORMATIONAL INTERVIEW

- Provide feedback to the program representative or instructor to improve future Informational Interviews.
- Consider how you might use the interview to promote your company or organization's visibility in the community.

GO DEEPER

- Explore ways that you might further interest youth and young adults in your company or organization.
- Talk to program staff about being a Guest Speaker, or hosting youth and young adults for Job Shadows, Workplace Tours, Temporary Jobs or Internships.