

PROGRAM STAFF TIP SHEET

Informational Interview: Success Factors

A tip sheet for Learn & Earn Program staff

When designing and implementing Informational Interviews with the Learn & Earn Program, keep the following success factors in mind.

BEFORE THE INFORMATIONAL INTERVIEW

- ❑ Support effective planning.
 - › Identify how many youth and young adults will be ready for an Informational Interview, and when they will be ready for the experience.
 - › Identify and address any relevant school/organization policies that apply.
- ❑ Coordinate Informational Interview.
 - › Work with the employer or organization to plan the interview.
 - › Identify a point person at your organization and with the hosting organization.
 - › Create and provide appropriate support materials for distribution to employees who will be part of the interview.
- ❑ Address logistics.
 - › Arrange for transportation and other logistics.
 - › Find out if safety gear is required, and if so arrange for it to be provided.
 - › Once arranged, have the youth or young adult call the participating employer or staff member to confirm the details for the Informational Interview. Ideally, it should take place at the worksite.
- ❑ Coordinate participating employer or organization involvement.
 - › Brief the interviewer on the career pathway you are supporting and what's going on in the classroom or in your program.
 - › Help the interviewer be prepared to talk about multiple occupations in the sector.
 - › Set clear expectations about desired youth and young adult learning outcomes.

- › Discuss subject matter and its appropriateness for this population of youth and young adults.
- › Discuss best methods for being real with and engaging youth and young adults.

AFTER THE INFORMATIONAL INTERVIEW

- ❑ Conduct follow-up activities.
 - › Debrief with the interviewee.
 - › Assess the impact and value of the Informational Interview.
 - › Utilize participating employer or organization, program staff and youth/young adult feedback to improve future Informational Interviews.
- ❑ Document and archive information about the Informational Interview.

GO DEEPER

- ❑ Make the interview part of a project and have youth and young adults prepare and deliver a presentation to others at your agency about the company or organization.
- ❑ Consider any potential public relations benefits and opportunities.
- ❑ Engage the participating employer and encourage them to consider other forms of involvement.