

PreETS Informational Interview Instructions

Pre-Employment Transition Services Informational Interviews are designed to help a student meet with employers to learn about vocational areas of interest.

Each interview is approximately 20-30 minutes in length, but may go longer if needed. The interview is designed to be an interactive conversation between the interviewee and the student. Students can take a few notes during the interview, but encourage a conversation over note taking. The interview can be recorded so the student can focus on the conversation and may re-listen to the recording to complete the Informational Interview Worksheet.

Preparation for Informational Interviews:

- Work with the student to identify worksites and contact businesses.
- Help student prepare and practice questions for the interview. Select 10 questions from the Informational Interview Sample Questions, including two questions from each category. Help the student draft the Informational Interview Worksheet with interviewee information and questions.
- Help student plan appropriate grooming.
- Help student plan transportation to the worksite or virtual meeting set-up.
- Accompany student to the worksite/virtual site.
- Record the interview if using remote platform (Zoom).
- Help student prepare and deliver a thank-you note to the person interviewed.
- Post interview debriefing with the student.

After Informational Interviews:

- Give the student the Informational Interview Evaluation for completion using their notes and recording. Collect the Evaluation for participant file.

Sample Informational Interview Questions

ABOUT THE COMPANY:

- What makes this company stand out from others in the field?
- How would you describe your workplace's culture?
- Do you find the managers to be supportive and open to feedback from their employees?
- Is there a dress code? If so, can you provide an example of what is acceptable to wear?
- Does your company organize social outings and activities?
- Has the company ever had to lay off employees?
- What various entry-level positions does your company offer?
- Does the company offer health insurance, dental, and vision coverage?
- Are employees expected to work any holidays throughout the year?

ABOUT YOUR EXPERIENCE:

- How long have you worked for the company?
- How did you get your job?
- Did you always know that you wanted to work in this field?
- What do you wish you had known about this field before starting to work in it?
- Do you find yourself staying busy most of the time?
- Do you feel like your job allows you to have a good work/life balance?
- If you didn't work here, where else would you consider working?
- What advice would you give someone who is considering this type of job (or field)?

ABOUT CAREERS:

- Is this field growing enough so that there's room for someone like me?
- What would be a reasonable salary range to expect if I entered this field? What is the long-term potential?
- What is the advancement potential in the field? What is a typical path?
- What types of people do you think really succeed in this field? What types have more trouble?
- What kinds of accomplishments tend to be valued and rewarded in this field?

ABOUT THE JOB:

- Could you describe one of your typical workdays?
- What are your main responsibilities?
- What kinds of problems do you deal with?
- What kinds of decisions do you make?
- What skills are required in your position on a day-to-day basis? / Do you typically do the same thing each day or do your tasks frequently change?
- What parts of your job do you find most challenging?
- What do you find most enjoyable?
- Are there any negatives to your job?
- How many hours do you work in a typical week?
- Do you need to stay available/connected in the evenings and on weekends?
- Do you typically work the same shift every day or does it change based on what your clients and business need?
- Is your position more of an office job or do you travel?

ABOUT GETTING THIS JOB:

- What educational preparation would you recommend for someone who wants to advance in this field?
- What qualifications do you seek in a new hire?
- How do most people enter this profession?
- What is the required level of computer expertise for this job?

Informational Interview Worksheet

Student Name _____ School _____ Date _____

Name of interviewee:	Interviewee's Email:
Name of company:	Phone:
Job title:	Date of interview:

Directions: Fill in your questions using the spaces below. Then take this form with you to your informational interview. During the interview, you can write notes in the spaces provided under each question or you can take notes on a separate sheet of paper and then compose a more polished answer to include below.

Questions: (with room for your notes)

1.
Answer:
2.
Answer:
3.
Answer:
4.
Answer:
5.
Answer:

6.

Answer:

7.

Answer:

8.

Answer:

9.

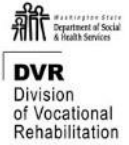
Answer:

10.

Answer:



Informational Interview Evaluation/Feedback



Student Name _____ School _____ Date: _____

Name of Company and Employee Interviewed _____

1. What did you learn about the company and what type of job/careers did you research in this interview?
2. What did you learn about the employee's experience with the company? What experience is required for this type of job?
3. What was something new you learned about the job or careers in this field of work?
4. Would you enjoy working in the job(s) you researched? Why or why not?
5. What did you learn about the education or training needed to work in this job?

On a scale of 1 - 5 (1 = NOT AT ALL) to (5 = TOTALLY), please rate the following:

	1	2	3	4	5
This interview was a positive experience					
The employee interviewed was knowledgeable and provided good information					
I feel I know more about the education and training needed to work in this career					
The interview helped me decide if I will look for a job in this career field or not					