



INFORMATIONAL INTERVIEW

An **Informational Interview** is a career awareness activity in which students formally interview a work-place partner or employee about his or her industry and chosen profession. The interview includes discussion of the career itself, the level of education required, and duties and daily activities of the job. The students also explore growth opportunities in the industry and salary ranges for different occupations.

Informational interviews are designed to promote:

- Exploration of a field of interest;
- Exposure to careers and jobs; and
- Awareness of the academic, technical and personal skills required in particular jobs.

Success Factors

- Have the student research the occupation prior to the informational interview, develop questions and establish learning expectations and goals.
- Have the student call the employer to arrange the informational interview. Ideally this should take place at the worksite.
- Have the employee share his or her career path and the skills necessary to do the job.
- Have the student reflect on the experience.

Key Legal, Safety & Health Issues

- School-sponsored informational interviews are usually considered to be similar to field trips. School district policies regarding transportation, liability insurance and workers' compensation coverage apply. (*CA Education Code Section 51769*)

Resources (to locate a resource visit stc-clearinghouse.com or www.nww.org)

How To Do Informational Interviews – UC Santa Barbara Counseling and Career Services

California Law, Education and Labor Code

<http://www.leginfo.ca.gov/calaw.html>

REMEMBER... *All Work-Based Learning Experiences Should:*

- Be developmentally appropriate;
- Include an orientation for all parties;
- Identify learning objectives;
- Explore all aspects of the industry;
- Develop the SCANS¹ competencies;
- Assess student performance;
- Provide opportunities for reflection;
- Link to the student's next step;
- Be documented and recorded; and
- Comply with state and federal labor laws.

¹SCANS is an acronym for the Secretary's Commission on Achieving Necessary Skills, which created *The SCANS Report for America 2000*, issued by the US Department of Labor, April 1992. The report defines a set of skills and competencies necessary for success in the workplace.