As part of your academy experience, you will be conducting informational interviews with business partners to learn more about careers that interest you. You are responsible for:

* Identifying companies, careers, or industries that you want to learn more about
* Contacting professionals who work in these fields using your professional workplace skills
* Creating questions and then interviewing these business partners
* Following up promptly with a thank you note to the business partner and reflect on your experience

Informational interviews are usually conducted over the phone or in a video conference.

Use the worksheet below to think about business partners whom you might contact for informational interviews.

|  |  |  |
| --- | --- | --- |
| **Informational Interview #1** | **Informational Interview #2** | **Informational Interview #3** |
| Write one company, career, or industry you identified in your career interest inventory: | Write one company, career, or industry you identified in your career interest inventory: | Write one company, career, or industry you identified in your career interest inventory: |
| What are some companies, organizations, or government services that are related to this field? | What are some companies, organizations, or government services that are related to this field? | What are some companies, organizations, or government services that are related to this field? |
| Who do you know who may work in this field? Who serves on the Academy advisory board from this field? Ask your classmates or teacher for help, if necessary. | Who do you know who may work in this field? Who serves on the Academy advisory board from this field? Ask your classmates or teacher for help, if necessary. | Who do you know who may work in this field? Who serves on the Academy advisory board from this field? Ask your classmates or teacher for help, if necessary. |
| Is there a specific title or person that you’ve identified as a potential interviewee? | Is there a specific title or person that you’ve identified as a potential interviewee? | Is there a specific title or person that you’ve identified as a potential interviewee? |