Informational interviews are conversations that provide you with an opportunity to speak with a professional to learn more about their industry, company, and career path.  These conversations are usually conducted over the phone or in a video conference but may also be conducted in person.

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 professionals
* Following up promptly with a thank you note and reflect on your experience

**PREPARATION**

* Identify and contact professionals (see the template on pg. 2). Your classroom teacher may be able to provide you with contact information for the advisory board members.
* Once any professionals you contacted agree to speak with you, send them an email confirming the date and time. Share contact information and meeting details with your teacher.
* Read the Phone/Video Call Etiquette and Scripts and practice phone/video calls by partnering with your classmates.
* Begin developing questions to ask during the informational interview using page 3 of Phone/Video Etiquette and Scripts. If you are conducting more than one interview, you will want to work on a separate copy for each of the informational interviews.

**DAY OF THE ACTIVITY**

* Dress professionally. Even if you are conducting a telephone or video conference interview, you should still dress professionally since your appearance will affect your tone and attitude.
* Prepare yourself for the interview by having your completed Phone Etiquette and Script available, as well as a notebook or computer to take notes. You may want to have water on hand, and anything else you need to be comfortable during the interview.
* Be prompt. If it’s a video call, try to log in slightly early. Delays and technical problems are sometimes unavoidable and being early will allow you to troubleshoot the problem. If the interview is over the phone, be on time. It is considered impolite to call early or late. For either a phone or video call, make sure you are in a quiet location. If you are running late or need to reschedule, contact the professional as soon as possible.
* Follow the script you have prepared and practiced. However, be ready to diverge if the conversation goes in a different direction.

**AFTER THE ACTIVITY (1-2 DAYS AT THE LATEST)**

* Complete and send a Thank You Note.