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| **Timeline** | **What Is Happening** | **Complete?** |
| **Two months before the activity** | 1. Review the entire Student Timeline Informational Interview. |  |
| 1. Review and complete Finding Business Partners. |  |
| 1. Read Phone Etiquette and Scripts and practice making these telephone calls by partnering with your classmates. |  |
| **One month before the activity** | 1. Contact the business partners you identified. Your classroom teacher may be able to provide you with contact information for the advisory board members. Remember to use the Phone Etiquette and Scripts.   Be sure to manage your outreach wisely. You may not hear back from everyone that you contact, however you should be prepared to interview anyone who does respond to you. If you contact more business partners than you can handle interviewing, the business partners may be disappointed if you do not end up interviewing them. |  |
| 1. Once any of your business partner contacts agrees to conduct an informational interview with you, send a Confirmation Email 4-Weeks Before. |  |
| 1. Begin developing questions to ask during the informational interview using page 3 of Phone 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. |  |
| 1. Share contact information and meeting details with your teacher. |  |
| **One week before the activity** | 1. Send another Confirmation Email 1-Week Before. |  |
| **Day of the activity** | 1. 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. |  |
| 1. Prepare yourself for the interview by having your completed Phone Etiquette and Script available, as well as 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. |  |
| 1. **Be early**. Delays and technical problems are sometimes unavoidable and being early will allow you to troubleshoot the problem. Always have the business partner’s telephone number on hand in case you need to call to alert them you are running late. If the interview is over the phone, make sure you are in a quiet location and **be on time**. It is considered impolite to call early or late. |  |
| 1. Follow the script you have prepared and practiced. However, be ready to diverge if the business partner leads the conversation slightly off script. |  |
| **One day after the activity** | 1. Complete the Student Reflection Informational Interview exercise. This will help to inform your thank you email. |  |
| 1. Complete and send a Student Thank You Note. |  |