

EMPLOYER FACT SHEET

Informational Interviews

A fact sheet for employers

An Informational Interview is a structured Career Awareness activity in which a youth or young adult from an Intern & Earn Program formally interviews an employer partner about his or her industry, educational and career path and chosen profession. The interview includes discussion of the person's chosen career, the path taken to get there, the level of education required and the responsibilities and daily activities of the job. The interview includes questions about the range of career opportunities within the industry, opportunities for growth and the salary ranges for different occupations. Informational Interviews are especially effective if conducted at the workplace.

Program Level: All. Varies by program.

Employer/Youth and Young Adult Ratio: 1:1

Duration: 30–60 minutes

Frequency: One time

Location: Most effective if at the workplace. Could be at the youth organization.

Costs: Staff time

Special Considerations: Company and workplace policies regarding visitors.

Why is an Informational Interview important for youth and young adults?

- Promotes the exploration of a field of interest.
- Provides exposure to careers and jobs.
- Builds awareness of the academic, technical and personal skills required in particular jobs.
- Provides the opportunity to practice and demonstrate key professional skills, including communication, critical thinking, workplace appearance and timeliness.

- Helps your employees understand how to communicate with the next generation of workers and customers.
- Provides a way to introduce and engage multiple employees with your commitment to youth and young adults and connect your company with the community.

What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes youth and young adults to the skill needs, educational requirements and career opportunities in your industry.
- Potentially marks the beginning of an engagement process for this youth or young adult with your company, and may lead to deeper connections over time.
- Promotes an understanding of the role and contributions of your business.
- Introduces youth and young adults to your employees and co-workers.

What do I need to do next?

- Contact your Intern & Earn Program representative to learn more.
- Arrange for a presentation to your employees.
- Consider any impacts on company policy.

Resources

- Distribute the *Host Tip Sheet: Informational Interview* to interested employees.
- Review the *Professional Skills* fact sheet.
- Review *Employer Participation Options: Career Pathways and Your Company* to learn more about how to get the most out of your partnership with New York City's Department of Youth and Community Development programs.