Informational Interviews

First Contact

Students can learn more about interests and potential LTI sites by interviewing adults whose work interests them. The organization or workplace may be secondary to the type of work. For example, there are computers in art museums and a student who is interested in web design (and has no interest in art) may be able to speak with someone who is responsible for that organization's technology systems. By conducting an in-person or telephone interview, the student will gain insight to the type of work the person does.

The student brainstorms a list of people to call who work in his or her area of interest. The student can use the mentor database and discussions with the LTI coordinator and their advisor. Then, the student creates a list of questions about the profession. The student gives the list of people they'd like to call to their advisor. The student practices talking on the phone professionally, and learns how to send professional emails, later calling and/or emailing the people on the list (the interview may be in person or on the phone). Students should record these phone calls and emails on the informational interview log in their working portfolio. The student should try to get a sense of the person's profession, and decide whether or not to pursue a shadow day at that site. Students should always remember to send thank you notes to people they interview.

The advisor will help the student create a list of people to call and email for informational interviews around his or her interests. Advisors organize activities to prepare the entire advisory for making professional phone calls and emails. Once they have collected the list of potential informational interviews from each student, they must inform the LTI coordinator about who the students would like to call. The advisor should review the informational interview form before students place their calls and help them brainstorm appropriate questions. Advisors should supervise the phone calls and help students when needed.