

Bring Packet to Informational Interview

Student Role & Expectations (complete before day of Informational Interview)

Student Role

As part of the informational interview experience, students will:

- Research the career field and business prior to the informational interview experience
- Complete all course work related to classes missed due to participating in job shadow
- Complete all necessary PP paperwork including:
 - o student schedule
 - o student role & expectations
 - o questions to ask informational interview mentor
 - o signed parent/guardian permission form
 - o informational interview student experience
 - o make a thank you note for informational interview mentor/site
 - o student survey
- Dress appropriately according to the standards of the particular site
- If unable to attend** on the appointed day, call the informational interview mentor before the scheduled time
- Arrive at the job site slightly before or at the agreed upon time, introduce yourself, conduct yourself in a professional manner, & thank your informational interview mentor for their time.
- No cell phone use, unless you specifically ask your informational interview mentor if you may use your cell phone in instances to take pictures.
- Check in with PP director after informational interview experience

Student Expectations – Holding a job requires a lot of thought and decision-making. Below is a checklist of what you can expect to learn during a job shadow.

Read through and decide which learning objectives are the most important to you.

Rank each item 1 to 5, with 1 being the most important. You may give each objective its own rank; the objectives do not have to be prioritized. Additional space is provided if you would like to learn something that is not listed.

<u>What can I expect on Informational Interview Day</u>	<u>Rank</u>
To see how the knowledge, I am gaining in school is used on the job	_____
To see what people, do all day on the job	_____
To understand what skills, I need to get a good job	_____
To learn what employees receive besides a paycheck	_____
To find out more about the workplace I am visiting	_____
To see how technology is used on the job	_____

