Informational Interview Tips for Employers

- ✓ Students spend time sitting-down with you at a designated location, such as at Marshfield High School learning more about a career of interest
- ✓ Student will ask questions to better understand the work, and education and skills needed for this career
- ✓ Share an overview of the organization
- ✓ Provide students with important information about the mission of the company, policies and procedures
- ✓ Introduce the student to the products and services that the company provides and the market that the company serves
- ✓ Provide important information about safety in your workplace, if applicable
- ✓ Share company hiring policies and what your company is looking for in an employee
- ✓ Talk to student about appropriate dress, demeanor, language and interpersonal skills required by your organization
- ✓ Share career advice and tips
- ✓ Employers might want to share their own career path and how their career decisions were made
- ✓ Encourage students to talk about their interests and abilities. Share relevant information as it pertains to this career and industry.
- ✓ Share important tips on preparation for the career while in high school and post high school education/training (for example: GPA expectation, clubs, organizations, volunteer activities, internships, etc.)