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| CAREER CRUISER | Conducting a Career Informational Interview |

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| **Step 2** | Explore careers. |
| **Driving Question** | What would it be like to work in a particular career field? |
| **Goal** | Students conduct a career informational interview. |
| **Standard** | Describe occupations and industries in their region. (CR.1.2) |

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| **FOR TEACHERS** |

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| **Timeframe** | 1 to 2 roughly hour-long lessons. |
| **Materials** | A print version of the “Career Informational Interview Questions” provided at the end of this document. |
| **Xello** | [Xello](https://xello.world/en/florida-college-career-ready/), Florida’s official K-12 public school career planning and work-based learning coordination system, has tools you can use on this topic!  Within the system, navigate to ‘Explore’ and then ‘Opportunities’ to see a listing of local companies and experiential learning opportunities. Under ‘Home’ and ‘View All Lessons,’ consider having students complete the ‘Getting Experience’ lesson. |
| **Overview** | **Beginning**   * Let students know that that they will be planning and conducting an interview of someone on their career history, experience, and advice. * Age-appropriate safety concerns should be taken into account when students are making contact with adults from industry.   **Middle**   * Students will make a plan to interview someone about their career experience and reflect on what they learned.   **End**   * Have students discuss in pairs who they interviewed, what they learned and how their interview experience affected their career goals.   **Extension**   * There are a host of experiential learning opportunities that can provide additional first-hand and second-hand understanding of careers.   + *First-Hand Career Experiences*     - Mentored industry projects allow students to address a real-world, industry-focused question or problem and engage in the in-depth, firsthand tasks required of a given career field.     - Service learning allows students to meet real community needs through volunteering or other means.     - School-based enterprise allows students to run a business on campus.     - Internship and cooperative education on-the-job training opportunities are different forms of off-campus work.   + *Second-Hand Career Experiences*     - Speaker that is online or in-person and that will explain what a career is like to a class. The speaker could be a local employer, a parent of a student, a former student or other.     - Interview conducted by video, email, phone or in-person of a person in a particular career done by one or more students.     - Company tour where an employee shows students around a business and explains relevant content. Can be online or in-person.     - Job shadowing where an employee lets one or more students see what a typical work day is like for them. Can be online or in-person.     - Mentoring is where an industry expert coaches one or more students on how to be successful within a career path. Can be online or in-person. |

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| **FOR STUDENTS** |

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| **Do** |

**Conduct a Career Informational Interview**

* **Step 1: Identify Someone to Interview**
  + Identify career experts related to your career goals. Search online and talk to family, friends and your instructor.
* **Step 2: Make a Plan to Interview**
  + Make a plan and get approval from your instructor to make contact with one or more career experts. Discuss with your instructor if you or they might be the most effective at getting a response from the career expert. Keep trying different individuals, even in different industries, until it works! Determine how the interview will take place (phone, video conference, email, meeting with appropriate adult supervision, etc.), how you will make the request, and what questions you will ask (examples below).
* **Step 3: Make Your Request**
  + Ask if you can interview them!
  + Example language for an email request:
    - [First and last name of the person you are trying to interview],
    - Good [insert afternoon/morning], my name is [name] and I am enrolled in [name of course] at [school name] where, as a class project, we are conducting interviews of people in various careers to better understand what it would be like to work within that career field. Would you be willing to spare 15 to 30 minutes to answer a few questions about your career experience and offer career advice? If so, we can discuss how and when the interview could take place.
    - Thank you for your generosity of time and expertise!
    - [Name]
* **Step 4: Conduct the Interview**
  + What questions you ask is up to you. Plan out the questions and get approval from your instructor. Below are example questions that could serve as a starting point. Consider asking your career expert whether they feel comfortable being recorded so you can rewatch/relisten later.

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| **Career Informational Interview Questions** |

Below are questions that can be used to interview a “career expert.” The career expert you interview could be someone you know (for example, friends or family) or someone from a local business or organization. You are encouraged to write your own questions that focus on getting more information that you are curious about and relate to your career interests. Record notes to the right of the example questions.

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| **Career History**   * Tell me the story of how you got involved with this career field. * If you could do it all over again, would you choose the same path for yourself? If not, what would you change? |  |
| **Career Description**   * Describe a typical day in your career field. * What tasks are important to your job but only come up occasionally, rarely, or seasonally? * What kind of personality, giftings, and accomplishments can help a person be successful in this career field? * What current issues and trends in your career field should I be aware of? |  |
| **Pros of the Career**   * What do you enjoy and/or find fulfilling about this career field? |  |
| **Cons of the Career**   * + - * What aspects of this career field do you like the least? |  |
| **Career Advice**   * What advice do you have for someone considering your career field? * How could I learn more about this career field? * What training and credentials should I pursue to be successful in this career field? * Are there questions I’m not asking that I should be? |  |

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| **Reflect** | |
| **Career**: What did you learn about careers and industry? |  |
| **Yourself**: How did your interview experience shift the way you think about what you want to do as a career? |  |
| **Postsecondary Training**: How did your experience affect the way you think about your postsecondary training plans? |  |