# Career & Informational Interview Guidance

Duration: 60 minutes or less

Audience: K-12 classrooms and/or individual high school students

Methods:

- In person or live web meeting interactions between a career representative and school staff member or student, facilitated by PPBEA staff; or
- PPBEA facilitated, recorded #EveryOneHasAStory career interview with a business representative

TEMPLATE - Part 1: Career Representative Questions:

- Presenter career story
    - As a K-12 student
        - What did you want to be when you were growing up?
        - What was your first ever paid job?
        - Did you participate in any type of experiential learning as a HS student? *Examples: job shadows, internships, etc.*
    - Share your professional development story
        - How did you get where you are (high school to today)?
        - What is the biggest challenge you've faced?
        - How did you overcome that challenge?
        - Who was the most influential person/mentor in your journey & why?
        - What would you say to your teenage self knowing what you know today?
- General overview of industry and business
    - What does your business do? What is your mission? Who are your customers?
    - Give an overview of occupations employed within this business

TEMPLATE - Part 2: Informational Interview Questions

- What does a “day in the life” look like in your occupation?
- What are the most important technical skills and/or job knowledge needed to be successful in your job?
- What are the most important soft/essential skills needed to be successful in your job?
- Provide details regarding the skills, education and experience for students to qualify for entry-level occupations in your field.
    - What does the career ladder look like in your occupation?
- What do you like most about your job?
- What do you like most about working for this company?
- Is there anything that frustrates you about this line of work?

- Can you suggest ways for a high school student to gain exposure to and experience in your field?
- Does your organization offer a tuition reimbursement program?  Have you taken advantage of it?
- What do you do in your free time?
- What do you want to be when you grow up now?
- Career representative final comments?