

Bring Packet to Informational Interview

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

Student Role [Source: Job Shadowing Guide-Wisconsin Department of Public Instruction]

Student Expectations [Source: Groundhog Job Shadow Day: How to have a successful Groundhog Job Shadow Day from www.jobshadow.org (edited)]

Student Role

As part of the informational interview experience, students will:

- ☐ Complete all necessary PP paperwork including signed parent/guardian permission form & signed planner or pass to allow permission to leave class for informational interview
- ☐ Research the career field and business prior to the informational interview experience
- ☐ Complete all course work related to classes missed due to participating in informational interview
- ☐ Dress in business professional or business casual attire
- ☐ Call the Informational Interview Mentor before the scheduled time, **if unable to attend** on the appointed day
- ☐ Arrive at the interview site slightly before or at the agreed upon 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.
- ☐ Complete all Pathway Partner's work related to the informational interview experience
- ☐ Check in with PP director after informational interview experience
- ☐ Make a thank you note for Informational Interview Mentor

Student Expectations

Holding a job requires a lot of thought and decision-making. Below is a checklist of what you can expect to learn from your informational interview experience. Read through the list and decide which learning objectives are the most important to you. **Rank each item 1 to 5, with 5 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.

What can I expect to learn about on Informational Interview Day

Rank

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 where my mentor works

To see how technology is used on the job

To explore some new career ideas for myself

To learn how much education, I will need to get the job I want

To understand how learning and earning are connected
