

iincredible

VIRTUAL JOB SHADOW/ INFORMATIONAL INTERVIEW

MAKE AN IMPACT!

SHAPE A
CAREER PATH!

This type of student interaction is created to meet specific learning outcomes. Virtual job shadows and informational interviews allow students to associate what they learn in the classroom with the workplace. As one-to-one interactions, there is flexibility in how these are conducted. As the name states, these interactions are designed as a virtual/online experience, but they could be set up as a phone call if preferred.

As an industry, business and community leader, you can bring knowledge and awareness surrounding local career opportunities to students as they explore options and interests. It's an effective way to introduce and engage as many employees as you'd like to a commitment to education and connect your company to your community.

FAST FACTS

PROGRAM LEVEL: All grades

EMPLOYER/STUDENT RATIO: 1:1

DURATION: 30 minutes to an hour

FREQUENCY: One time

LOCATION: Virtual (conducted online or by phone)

COSTS: Staff time

SPECIAL CONSIDERATIONS:

Employee selection. Volunteer policies or practices



Students formally interview (phone, video chat, email) a workplace partner about his or her industry and chosen profession. The interview includes discussion of the career itself, duties and daily activities of the job, and the level of education required to be successful. The students also explore growth opportunities in the industry and salary ranges for different occupations. An informational interview is ideally a one-on-one interaction, but could consist of up to three students to one business partner.

GET
STARTED!



GET INVOLVED!
SCAN THE CODE!

Reach out to your regional coordinator who will handle the rest. To find your coordinator, scan the code above or visit our website, iowain.org/connect. Enter your zip code and you'll have the contact information you need to reach out.

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VIRTUAL JOB SHADOW/ INFORMATIONAL INTERVIEW CHECKLIST

BEFORE

- ☐ Provide your coordinator with website link(s) to introduce your company, industry and profession to the students in advance of the date scheduled for the virtual job shadow/informational interview.
- ☐ Request background information about the student(s) you'll be talking with to understand the academic content they are currently learning. Use that information to help shape your conversation and provide real world examples of how that content applies in the workplace.

DURING

- ☐ SAMPLE TALKING POINTS
 - Describe your career journey.
 - Talk about problems you've encountered and how you solved them.
 - Provide examples of soft skills needed on the job -- perseverance, dedication, getting along well with others.
 - Shape expectations about the world of work.
- ☐ ADVICE TO SHARE
 - Views on job hopping.
 - Tips on networking: what it is and how to build.
 - Suggestions and examples of continued learning and how to stay attuned to industry changes.
- ☐ Characterize your typical day for students. Give them a chance to understand as much as possible about your workplace culture and the nature of your work.

- ☐ Explain the range of career options available in your industry business or organization. Include what it will take to be hired once education and training is complete.

IINside Tip: Be authentic. Share mistakes you've made and how you addressed any obstacles.
* Share your educational and training experiences including any struggles you encountered.

IINside Tip: Share the educational and career path you've taken to reach your current position.

- ☐ Demonstrate how school subjects (like math and language arts) and good habits (like punctuality and consistent attendance) play roles in the workplace.

AFTER

- ☐ Give your intermediary coordinator your observations and opinions of the experience. Your feedback is valuable to improve future opportunities in virtual job shadows and informational interviews.
- ☐ Look at ways you might be able to utilize your speaking engagement as promotion or increased visibility for your business.

DO MORE

- ☐ Talk to your coordinator about additional opportunities available surrounding work-based learning. The list to the right gives you other services available through IIN.

FIND MORE OPPORTUNITIES

Connect with your regional coordinator for details on these additional services:

- career classroom speaker
- career immersion experience
- connection lab live & recorded events
- individual worksite job shadow
- interactive career event
- internship/MOC support
- mock interviews
- professional skill development activities
- virtual career event
- virtual job shadow/informational interview
- worksite exploratory event

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