

**Approved Date:**

**Effective Date:** July 1, 2023

**Subject:** Informational Interviews Policy

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### **Purpose**

Each participant who is interested in Work Based Learning (WBL) activities (Job Shadow, Internship, Work Experience, Registered Apprenticeship, Transitional Jobs and On-The-Job Training) under the Workforce Innovation and Opportunity Act (WIOA) in Iowa Plains will conduct an informational interview with the perspective employer before a contract is created. The participant will choose at least 15 questions from the below list. The participant will meet with assigned Title I Career Planner following the informational interview and discuss what they learned. Results will be documented in case notes.

- Can you tell me about your career path and how you landed in your current role?
- What does your typical workday look like?
- Do you have to work any nights/weekends/holidays? Do you work any extra hours beyond the normal workday?
- Are there any classes or opportunities for online learning that would be helpful for this career?
- What are your core responsibilities?
- How would you describe the company's culture?
- How does your position fit within the organization?
- What impact does your role have on the company's mission?
- Are there any emerging trends in the field that I should be aware of?
- Why did you choose this career path over other options? Which other paths did you consider before moving in this direction?
- Do you feel well-supported by management and your colleagues?
- What do you enjoy most about where you work? What about least?
- Is there anything about working in this field (or with this company) that you find frustrating?
- How did you first launch your career?
- What do you appreciate most about your job and field? Is there anything you don't enjoy?
- Which skills do you feel are most valuable to people who want to pursue a job like yours?
- How did you find out about the vacancy for the role you currently have?
- If I wanted to stand out as a candidate at this company, what would be the best way to do that?

- Which skills and traits do you feel were most valuable to your success?
- What are some of the biggest challenges that you face in this role or field (or at this company)?
- What has been most rewarding about working in the job (or for this company)?
- If you could give a person one piece of advice before they pursue a job in this field (or at this company), what would it be and why?
- Is there anything about your career (or working at this company) that caught you off guard?
- Where do you see your career heading in the next five years?
- How does your company stand out from its competitors as an employer?
- Are there any other sources of information about the job / career path / company that you recommend I check out?
- Are there any questions that I didn't ask that I should have?

*Equal Opportunity Program / Employer – Auxiliary aids and services available upon request  
for individuals with disabilities*