* Review plan for informational interview with employment seeker prior to interview.
* Conduct informational interview with a business consistent with the employment seeker’s vocational themes and preferences, and always with the employment seeker when possible.
* Facilitate positive, natural connections between key employees and the employment seeker.
* Share, or support the employment seeker to share, the employment seeker’s relevant skills and strengths at appropriate times during the informational interview.
* Use a conversational approach and observation skills to learn about/explore the company culture, tasks and work projects performed at the business, unmet needs, and a potential match to the employment seeker’s criteria.
* Use relationship building skills to build relationship with owner/manager.
* Ask owner/manager for advice, other businesses to talk to, and secure connections if possible.
* During interview, secure additional people to become new community team members to increase employment possibilities.
* Pursue meaningful opportunities for employment seeker to engage in work tasks that emerge during the conversation, or later, then negotiate that with the owner/manager to allow that work experience to happen.
* With the employer identify and create new job task possibilities and employment opportunities, including resource ownership, business within a business, and self-employment.
* Use opportunistic phrases (e.g., how about, what if, what will it take) when talking with the owner/manager about unmet needs.
* Identify and present a next step to further the relationship with the owner/manager.
* Regularly schedule and facilitate CE employment team meeting to discuss findings from informational interviews and next steps.
* Plan for second or third conversations (including work experiences) with business owner/manager based on next steps from previous interviews and CE employment team input.
* Compare employer unmet needs to employment seeker’s strengths.
* Compare findings from informational interview to employment seeker’s interests.
* Confirm employment seeker can get to business given employment seeker’s transportation requirements.
* Compare findings from informational interview with employer seeker’s conditions for employment (including financial goals, etc.).
* With employment seeker and their team, review findings from business and identify businesses that are a potential match and move to task 6.
* If business is not a match, return to task 1 and add new a new business to the list (use information gathered from this business to identify additional businesses)
* Debrief informational interview with a supervisor or mentor: receive feedback and compare to standards in fidelity tenets.