* Confirm the business is consistent with one of the employment seeker’s three vocational themes.
* Confirm the business is accessible to the employment seeker given their transportation requirements.
* Contact CE employment team members with connections at the business to make the first warm contact or who agreed to secure informational interviews.
* With the employment seeker, review plan for contacting the businesses to secure the informational interview (e.g., personalize introductory script, how the employment seeker will be involved, etc.).
* Follow-up on warm contact (or make the first contact if no warm contact available) to make introductions and secure informational interviews with the business.
* Include the employment seeker to the extent possible when contacting the businesses to secure the informational interview.
* Update tracking tool (e.g., 3/20 Pipeline) at least weekly to reflect the status of each business in the job development process
* Debrief with supervisor or mentor to receive feedback if contact at business was not willing to do an informational interview.
* Research business (e.g., review website, information on social media, identify decision maker from warm contact, etc.)
* Identify ways to build relationship with business owner/manager during informational interview.
* Review the list of sample interview questions from Informational Interview Guide, tailor relevant ones to learn about business operations, unmet needs, and workplace culture, and create other relevant questions to ask or topics to discuss.
* Identify, with the employment seeker, the positive skills, interests, and assets to highlight to potential employers.
* Create a plan for sharing and highlighting the employment seeker’s relevant skills and strengths during the informational interview, including the employment seeker when appropriate, and parameters of disclosure.
* Review and identify job development exploration strategies to use for moving the conversation forward if the business appears to match the employment seeker’s criteria.
* Gather and modify materials to use during each interview to highlight the employment seeker’s positive work skills and personality (e.g., list of questions/topics, job development marketing materials, employment seeker’s criteria for a good match, etc.).
* Identify and put together supports for the employment seeker during the informational interview.
* Debrief with supervisor or mentor the informational interview plan for each business.