

CFM CAREER MANAGEMENT: CM.1 AND CM.2

Building a Professional Network and Conducting an Informational Interview

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Follow
YOUR CHALLENGE Create a safe networking map, request an informational interview, ask useful questions, and document career learning.			

New York CFM Connections: Networking, Informational Interviews, Earn-and-Learn Pathways, and Public Service

Networking is relationship building—not asking strangers for jobs. An informational interview is a short career-learning conversation. Students should use trusted introductions, explain their purpose, protect private information, prepare questions, respect time, and send a brief thank-you message.

Term	Student-friendly meaning
Networking	Building and maintaining professional relationships.
Informational interview	A career-learning conversation, not a job interview.
Contact map	An organized list of possible trusted career connections.
Open-ended question	A question that invites explanation rather than yes/no.
Referral	An introduction from one trusted contact to another.
Follow-up	A respectful action taken after a conversation.
CLASSROOM USE All people, employers, figures, brackets, and documents in this packet are fictional. Never place a real Social Security number, employer ID, bank number, or tax document in classroom work.	

Part 1 - Build a Safe Networking Map

Jordan is exploring health information, IT support, and business operations.

Contact category	Possible trusted contact	What the contact may know	Safe introduction route
Family/community			
Teacher/counselor			
CTE/WBL coordinator			
Alumni			
Professional organization			
Employer event			

Use role descriptions, not real private contact data.

Part 2 - Write an Informational-Interview Request

Draft a request for a 15-minute conversation.

Message element	Student wording
Subject	
Introduction/referral	
Career interest	
Specific request	
Flexible timing	
No-job clarification	
Closing	

The message must not imply that the person owes the student a job.

Part 3 - Develop Strong Interview Questions

Prepare questions about work, preparation, change, and advice.

Topic	Open-ended question	Why useful	Follow-up prompt
Typical workday			
Entry preparation			
Important skills			
Technology change			
Challenges			
Student next step			

Avoid salary demands, confidential cases, and questions easily answered on the organization’s website.

Part 4 - Turn Conversation Notes into Career Evidence

Fictional contact says entry roles value privacy, spreadsheet accuracy, customer communication, and internships.

Information learned	Evidence/source	Career implication	Student action
Privacy			
Spreadsheet accuracy			
Communication			
Internship			
Career progression			

Separate the contact’s experience from a universal fact.

Part 5 - Create a Networking Follow-Up Plan

Prepare a thank-you and 30-day relationship plan.

Plan element	Action/evidence
Thank-you detail	
Promise to complete	
Portfolio update	
Second source to verify	
Appropriate future contact	
30-day review	

Write a 150–200 word reflection on how the conversation changed or confirmed the career plan.