Career Conversation Questions

# Occupational Requirements and Experience

* What skills are necessary to succeed in your field/industry?
* What training, past employment, and experiences led you to or prepared you for this field?
* Is your educational background typical or atypical of your career field?
* What types of special certification, licensing or advanced degrees are necessary in your field?
* What special qualities do you see as important for success in this occupation?
* If you were in charge of hiring in your field/for your company, what criteria would use to make your selection?

# Occupational Environment

* Please describe your work environment. What parts are enjoyable? What parts would you wish to change?
* What is a typical day life for you? Describe a typical daily “to do” list.
* What do you like most and least about your job? What is the most stimulating aspect of your position?
* What are the current trends within your industry/field?
* How many hours a week do you work? How much overtime is expected?
* How much flexibility are you allowed on the job in terms of dress, hours, vacation…?

# Organization

* How did you select this organization/company?
* Whom do you meet on a regular basis (clients, vendors, volunteers)?
* How often do you receive feedback from your supervisor?
* Do you think there are any biases (gender, age, ethnicity, orientation) within your industry/organization?
* What sort of problems – at the company, division, or department level – do you encounter?
* What kind of meetings do you participate in? How often?
* Who are your company’s competitors?

# Advice

* Are there any professional groups or associations that I should belong to?
* Should I obtain any certifications, licensure or special training?
* Do you know of any other professional in this field who might be willing to speak with me?
* What advice can you offer to someone interested in entering your field?
* What’s the best method for finding a job in this field?
* Are there any majors or college courses you would recommend?