Maintain a Relationship – A Student’s Guide

SAMPLE QUESTIONS
These questions are grouped according to different career values.

1. ACHIEVEMENT
   • What gives you a sense of accomplishment in this occupation?
   • What kinds of things do you find challenging about your job?

2. ASSOCIATES
   • How much of your job involves interaction with coworkers? the public?
   • Is there a team approach to your work?
   • What kind of people do you help?

3. CREATIVE
   • Do you get to express individuality in your work, or do you have to follow strict guidelines?
   • Do you have leeway in your job to be creative and imaginative in what you do?

4. ENVIRONMENT
   • What kind of conditions do you work in- noisy, quiet, crowded, city, rural?
   • What is the work atmosphere like?
   • Do you have the chance to relocate? Where could you go?
   • Do you want to go somewhere different?

5. ETHICAL
   • Under what circumstances can you refuse to do something not in tune with your ethical beliefs?

6. FINANCIAL BENEFITS
   • What is the possible salary range for someone in this occupation?
   • Do you receive benefits (company car, dental plan, etc.)?
   • What is an average starting salary for this occupation?
   • Are there incentives for upgrading or taking extra courses to improve your education? (e.g. salary increase)
   • Are you paid for your overtime hours?

7. INDEPENDENCE
   • How much time do you spend working alone?
   • Do you have complete control over how you do things?

8. INTELLECTUAL
   • What do you find most challenging about your job?
   • What kinds of opportunities for advancement are there? Is there a cap on your position for advancement?
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- How much learning and research do you do? Is there a lot of problem solving? What type?
- Does your occupation take full advantage of your capabilities and education?

9. LIFESTYLE
- Do you have weekends off?
- Do you have set hours or do they vary?
- Do you get time off? How much holiday/vacation time do you have?
- Do you move around a lot? Is there the possibility of being transferred?
- Are you on-call very often?
- Approximately how many hours do you work in an average week?
- How much flexibility are you allowed in your job in terms of dress, hours, vacation, or job location?

10. MANAGEMENT
- Do you supervise others?
- Do you evaluate others in terms of performance?

11. SECURITY
- How is the job market in your field?
- How stable is this job?
- What is the future demand in this occupation?
- What sorts of changes are occurring in this field?
- How long do employees stay with this organization? Why do they typically leave?

12. SOCIAL RECOGNITION
- Do you feel respected as a result of the work you do?
- How is your achievement recognized?
- Is your job performance reviewed on a regular basis? How?
- What social obligations go along with your job?
- Is there a lot of public exposure?

13. SOCIAL SERVICE
- Does your work bring about social change?
- Do you help others in society?
- Does the community benefit from your work?

14. VARIETY
- Do you do the same thing every day?
- What is the most exciting thing about your job?
- Do you travel very often?
- Do you have to complete one project before starting another?
GETTING YOUR FOOT IN THE DOOR

- What kinds of things did you do before entering this occupation? Which were most helpful?
- What do you look for or find most impressive in potential employees?
- What is the best way to enter this occupation?
- Are there any professional journals/career-related literature/organizations that would help me to learn about this field?
- How much do employers value internships? Volunteer work? Summer jobs? Unrelated work experience?
- How do people find out about job openings? Are they advertised? If so, where?
- What coursework have you found most helpful?
- How can I get experience in this field while I am still in school?
- How is a typical job interview in this industry conducted?
- If you could go back in time, would you do anything differently in your preparations for this occupation?
- What is the typical entry-level position(s) for this job?
- How important is it to have the right degree or courses to have a chance to develop a career like yours today? What are other qualifications that you as an employer/employee consider important?
- Can you suggest work/volunteer experiences that would be advantageous to have?
- How did you get your present job?
- What are some of the dos and don’ts in trying to develop a successful career in your field?
- What type of personality do you think is best suited for this career?

PROS AND CONS

- Would you choose the same occupation if you could do it all over again; why or why not?
- Do you have any special words of warning or encouragement as a result of your experience?
- If you could change any aspects of your career, what would you change?
- Why did you enter this occupation? Was it all that you had expected it to be? Was it better or worse?
- What is your favorite thing about this occupation?
- What are some of the major stresses in your work? Do you consider this to be a low/medium/high stress job?

JOB DUTIES

- Could you outline your primary job responsibilities and indicate the percentage of time that you devote to each?
- Is there such a thing as a typical week in your job and could you briefly describe it?
- Are there any duties that you perform on a regular basis? What are they?

OTHER QUESTIONS

- What other occupations can you get into with the same background?
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- If you had to choose another related occupation, what would it be?
- Are there any other occupations that you would suggest for me to explore as an alternative to this one?
- Can you recommend any other individuals, within or outside this organization who are involved in similar or related positions that I could talk to for more information?
- Are females in this occupation viewed differently than males?
- Are there any experiences that you have had (work-related or otherwise) that have helped you in your occupation?
- How did you end up on your career path or in your current job?
- What level of education do you think would best prepare me for a career in this field?
- What skills are necessary to be successful in this field?
- Are you working on any new projects? Tell me about your involvement.

Sample questions courtesy of the University of Manitoba, Student Counseling and Career Center: Career Mentor Program, Sample Questions, http://umanitoba.ca/student/counselling/mentor/sample_questions.html