

Career Contact Questions

Professional Network Database

The following is a list of possible questions that may be asked of your mentor contact. The list is neither exhaustive nor appropriate to all occupations and thus should only be used as a guide to help you obtain as much information as possible.

Generic

- 1) How much information on the company or the industry do you expect candidates to have when interviewing?
- 2) How much related work experience do you look for in prospective candidates?
- 3) What kind of training and development is provided for newly-hired employees?
- 4) What additional courses would broaden students' preparation?
- 5) How do you maintain/enhance your level of expertise? (internal/external)

Occupational Environment

- 1) How would you describe the environment you work in? (company culture)
- 2) How would you outline or describe a "typical" day at work? (e.g., your routine or the duties you perform on a regular basis)
- 3) How much flexibility are you allowed on your job in terms of dress, hours, vacation, etc.?
- 4) Are you made aware of supervisory expectations? Do these expectations seem realistic to you? Are you allowed any input into defining your goals?
- 5) How much autonomy do you have on the job?
- 6) What portion of your job involves interacting with others, such as co-workers and/or the public?
- 7) What hours do you work?
- 8) How much "outside" or overtime work is required on your job? (e.g., weekends, nights, etc.) - What does this work involve?

Occupational Requirements and Experience

- 1) What college courses have been most helpful to you in your current career?
- 2) What type of tools or equipment, if any, are necessary to perform your job?
- 3) Is special certification, licensing, or an advanced degree required for your job? If so, what?
- 4) What personal qualities do you see as important for success in this occupation?
- 5) Does your job require any special physical characteristics? If so, what?
- 6) Is much travel involved in your job? If so, how much and what type?
- 7) How much job re-location is there?

Benefits and Concerns

- 1) What are the major rewards of your job?
- 2) What are the major frustrations you encounter on your job? How do you deal with these frustrations?
- 3) What fringe benefits are offered on your job?
- 4) What is a possible salary range for someone in your occupation?

Personal Views

- 1) How did you personally get interested in this area of work?
- 2) What was your undergraduate major?
- 3) Have you always been interested in this kind of work?
- 4) Did you have any practical experience or training, other than college, prior to your current job?
- 5) Would you relate any incidents you've experienced which would give me a better "feel" for the job?
- 6) What type of lifestyle can one expect if one enters this field?

Outlook

- 1) What are the opportunities for advancement in this field?
- 2) What is the current demand for people in this occupation?
- 3) Do you foresee any changes in this demand in the future? If so, what or how?
- 4) How is this field likely to be affected by technology changes?

Advice

- 1) If you were in charge of hiring someone to assist you in your line of work, what criteria would you use to make your selection?
- 2) Are there any professional groups that, as an undergraduate, I can join which would be beneficial to me? Which?
- 3) Do you know of any other people in this field who might be willing to talk with me about their experience?