



Sample Questions for Career Conversations

Choose several questions that are based on what you would like to learn. Most of these are open-ended questions that do not require a yes or no answer so that you can engage in conversation and learn more. Keep your conversation friendly, upbeat, brief, and focused on the purpose of the meeting.

- How does one get into this line of work or career field?
- Can you describe your career path?
- What are your roles and responsibilities within the organization?
- What do you like best about your job? What do you like least about your job?
- What education/training or degree do you need to be prepared for your job?
- What courses should a person take?
- What are some common problems you face and how do you handle them?
- What trends or issues do you see shaping the direction of this field?
- What does it take to become successful in this field?
- What is the entry-level salary range for this occupation? Fringe benefits? Personal benefits?
- What are some of the entry-level positions in this industry?
- How difficult will it be to get a job in this field after graduation from college?
- What is a typical day like for you?
- Where do you see your career advancing from your current position?
- What do you do to avoid burn out?
- How flexible can you be in this field? Do you work varied hours?
- What are some typical mistakes or errors that prevent a person from advancing in this field?
- How would you advise someone to start building a career in your field today?
- If you were hiring someone for this position, what kind of person would you look for? What qualifications and skills would that person need?
- Who else do you know that would be helpful for me to talk to in this field? When I call them, may I use your name?



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Here are some questions you can ask to gauge a company's efforts in diversity & inclusion:

- Does your organization have employee resource/affinity groups?
- Is diversity and inclusion held as a core value in this organization?
- Are there mentorship opportunities and leadership workshops for professional growth?
- How does the promotion and evaluation process work? Who is in charge of these decisions?
- How has your organization fostered a sense of belonging to diverse employees?
- Are trainings provided to employees, particularly leadership, that highlight the importance of diversity and inclusion?
- Is there a dress code for employees?