

PROTÉGÉ SELF-HELP TOPICS AND QUESTIONS

*Below are a list of potential topics and questions to get you started in the mentorship process. Please keep in mind SHAPE America is not limiting you to discussing only this material with your mentor. Reference this document as little or as much as needed.

Resumes and Applications

- What information should I include on my resume?
- What is an appropriate length for a resume?
- What do employers look for on a resume?
- What will make me stand out over other potential employees?
- How do I go about applying for a job?
- What information can I expect to see on an application?

Interviews

- What are some common interview questions?
- What should I wear to an interview?
- What was the hardest question(s) you were ever asked in an interview? How did you answer it?

Volunteer, Work, and Educational Experiences

- Prior to your occupation, what work/volunteer experiences where you involved in?



- Are you involved in any volunteer work or extra-curriculars now?
- What have you liked and disliked about your work experiences and extracurricular activities?
- When did you decide you wanted to join your profession and why?
- What was your favorite class in college? Least favorite? Why?
- What was your college experience like? Were you involved in any clubs?
- What was your major? Did you ever change it?
- What were the first three years following graduation like?

Leadership/Career

- How did you get your job?
- What does a typical day look like in your profession?
- What kind of people do you work with on a daily basis? How much time is spent working alone versus in a group?
- Where did you start out your career? Did you have geographic constraints?
- What are the biggest challenges you have faced in your occupation? How did you accomplish them? Looking back, would you have done anything differently?
- What is your favorite thing about your profession? What is, or has been, your most rewarding experience?
- Do you need to see immediate results of your work, or are you satisfied with the potential for eventual large impact?



- Are you happier juggling multiple short-term assignments or would you rather devote your time to a few long-term assignments?
- How do I know this career path is right for me?
- Have you ever wanted to change careers? Or have you?
- Who do you follow on social media that pushes you to grow professionally?

Promotions and Career Advancement

- What promotions and career advancement opportunities are in this field?
- How do I get promoted? Is it common?
- What would be my potential earnings if I entered this field?
- If and when is it appropriate to ask for a raise?

Professional Skills and Development

- What are you doing to strengthen your professional skills?
- What ways can I sample different kinds of work and practice settings while in school?
- What lesson plans and resources can you offer me to best enhance my professional development?
- Where do you think I need to devote more time and energy?
- What motivates you to do well?
- How do you define success?



- Is there an area of life you feel out of control? Especially in control?
- What mistakes have you made in your work life? How did you handle them?
- What was a stressful situation you were recently involved in? How did you handle it?
- Do you work well under pressure? With deadlines?
- What new skill(s) have you gained or refined this year?
- Is what you're doing right now consistent with your #1 goal?
- How do you leave your mark wherever you go?

Networking/Relationships

- How is the best way to network?
- When should I start networking?
- What is networking and why is it important?
- What other tips and advice do you have about networking and relationships?

National Convention/Workshops

- I am interested in attending National Convention. What does a typical day look at Convention? How do I go about signing up?
- Are there any workshops I can attend to enhance my professional development?



- What/when was the last development-focused workshop you attended, and what did you take from it into the work place?

Time/Organization

- How do you best manage your time?
- How do you keep yourself and your work space organized?
- How often do you work out of the office?
- Balancing life and work seems challenging. How do you do it? What tips can you give me towards achieving this balance?

Books/Articles/Research

- Have you written any books or articles on your profession or been involved in research?
- What's the last book you read that pushed you to think about your work, professional skills, or career direction?
- What professional development books do you recommend?

Technical Skills

- What technical skills are required to work in this profession?
- What computer programs do you use on a daily basis?