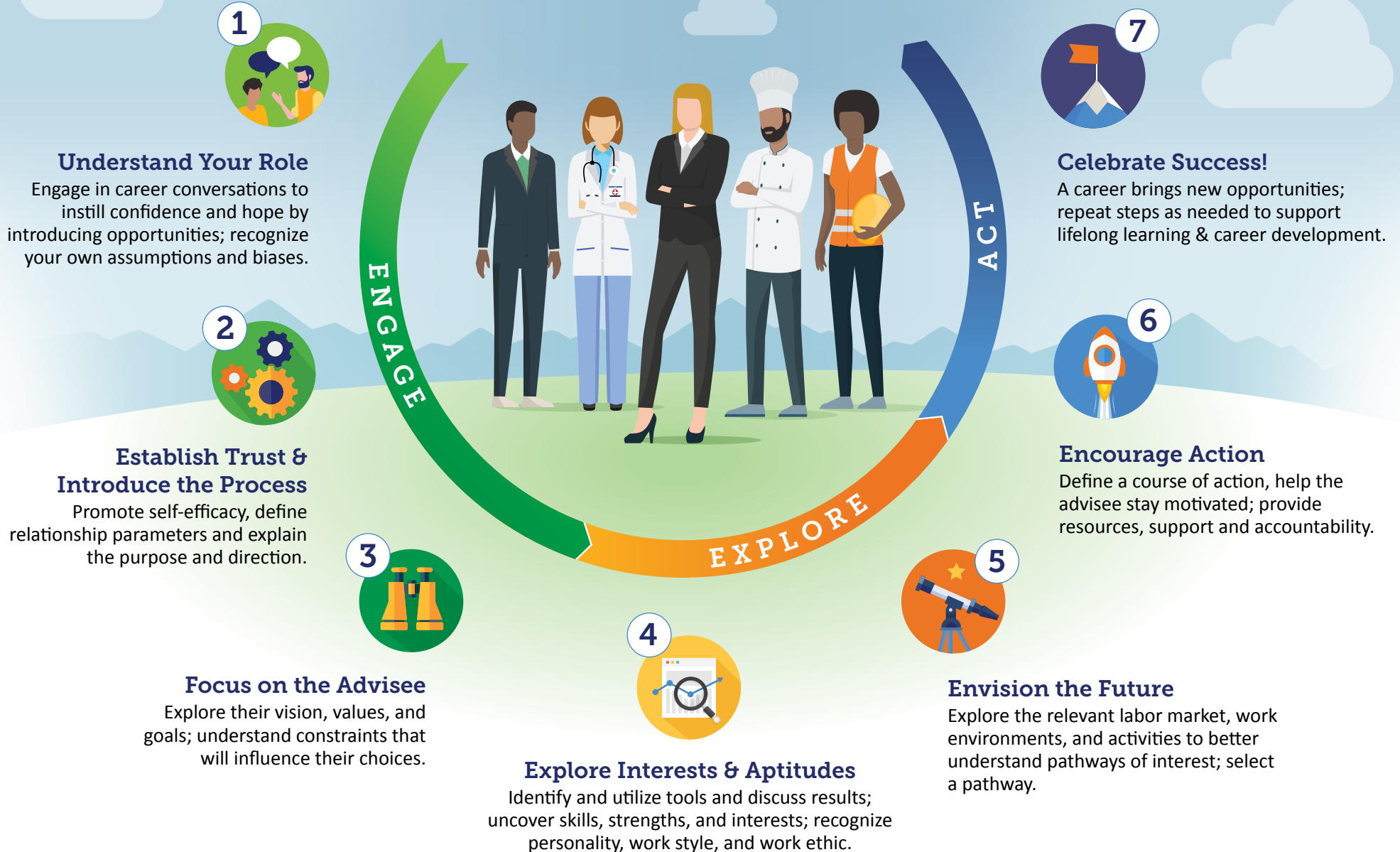


# 7 Steps for Career Conversations



# Career Conversation Pathway

## ENGAGE



**1**  
Understand  
Your Role

### Cues and Conversation Starters

#### Cues to a possible advising opportunity:

- Confusion or frustration about what to do
- Excitement about a particular subject or field
- Desire to pick a path or a new path but unsure how

### Questions to determine readiness to move on to next step

- Do you understand the impact that career conversations can have on another person's life?
- Do you understand your role in the conversation — what is and isn't the role of an advisor?
- Are you bringing a positive mindset with the intention of opening doors to possibilities?
- Do you understand your own assumptions, biases, and cultural disconnects?



**2**  
Establish Trust  
& Introduce  
the Process

#### Conversation Starters:

- Tell me about a time you felt proud of something you accomplished.
- What else would you like to accomplish?
- What activities or places make you feel safe and valued? Why?

- Have you built a relationship with the advisee?
- Have you earned the advisee's trust?
- Does the advisee exhibit a sense of purpose and direction?



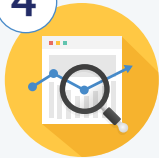
**3**  
Focus on  
the Advisee

#### Conversation Starters:

- What challenges do you want to solve? How does this relate to a career?
- What are your goals? What might get in the way of achieving your goals?
- If you could do anything, what would your life look like?

- Has the advisee explored their personal vision, values, goals, and passions?
- Have you discussed and gotten clarity on the advisees needs, constraints, timing, and other relevant parameters that will influence the choices they make?

4



### Explore Interests & Aptitudes

#### Conversation Starters:

- What would other people say are your strengths? What would you say?
- When thinking of your future, are there any skills you would like to further develop?
- How would you like to think and feel about your work?

- Have you utilized tools to help the advisee uncover skills, strengths, and interests?
- Have you discussed the results of the tools? What has the advisee learned?
- How has this information reinforced or changed assumptions?

5



### Envision the Future

#### Conversation Starters:

- Based on your exploration do you have ideas about careers to explore?
- What type of training will help you get the career you want? What qualifications are needed? Why will this be a good choice?
- How much does this pathway cost and what is the return on that investment?

- Have research parameters been defined?
- Have you introduced the advisee to tools to research options that interest them?
- Has the advisee selected a pathway?

6



### Encourage Action

#### Conversation Starters:

- Do you need help with the admissions process, looking into financing options, etc.?
- Would you be interested in learning some strategies for sticking to goals?
- As you think about your future career, which support people might help you?
- How might you test out 2-3 possible careers to experience what they would be like?

- What is the next step: Entrance into the workforce, additional education, or experience?
- Has a plan been developed to move toward the advisee's goal?
- Has the advisee learned how to utilize tools to research and evaluate opportunities?
- Has the advisee engaged in a job shadow, internship, apprenticeship or other experience that provides him or her with a lived experience of the potential pathway?

7



### Celebrate Success!

#### Celebrate successes along the way.

Provide encouragement and accountability, while allowing the advisee to take the lead. Listen actively, engage with compassion, and recognize the importance and value of career conversations.



