

Career conversation starters

Career conversations are relaxed conversations about career pathways and progression. Use this for assessing whether a student is a good fit for work experience, an apprenticeship, or work.

Set-up

- Comfortable set-up. Students must be aware of the reason for the meeting.
- Be aware of the content in their CV.
- Be aware of how you see them fit with your business goals.
- Understand what you have to offer them to develop their skills.
- Start with general conversation and use open-ended questions using 'What', 'How', 'When' or 'Tell me about.'
- Talk about next steps at the end of the conversation.

Keep in mind

- Students may not be used to this style of communication and may take time to answer.
- Students are used to adults as authority figures at school and may be nervous.

Career conversation starters

- What do you enjoy doing at school and after school?
- I can see from your CV that you Can you tell me ...?
- I was interested to see that you How did that happen?
- What are the things you are seeking most in a career?
- How will this job help you get what you want?
- What have you done on your own to help you towards your career goals?
- What things are influencing your ideas about your future career?

Career mentoring conversation starters

Use this for mentoring a work experience student to encourage them to choose your industry when they leave school.

Set-up

- Comfortable set-up. Students must be aware of the reason for the meeting.
- Allow up to one hour.
- Be aware of the content in their CV.
- Be aware of when they have been fully engaged during work experience. What skills were they using?
- Be aware of how you see them fitting with your business goals.
- Understand what opportunities you have to offer them.
- Start with general conversation and use open ended questions using 'What', 'How', 'When' or 'Tell me about'
- Know what your business can do to support their goals.
- Talk about next steps at the end of the conversation.

Keep in mind

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Career conversation starters

- What do you enjoy doing at school and after school?
- I can see from your CV that you Can you tell me ...?
- I was interested to see that you How did that happen?
- What are the things you are seeking most in a career?
- What have you enjoyed doing most in work experience?
- What have you done on your own to help towards your career goals?
- What things are influencing your ideas about your future career?
- What help do you need to make a decision about your future career?
- If you got the chance to work here, what do you see yourself doing?
- What would you like to do more of? What would you like to do less of?

Career development checklist

Use this to plan to assess what development you can offer in your workplace.

Development activities	Option (Y/N)?	Details
External short courses		
Qualification support - financial		
Qualification support - time		
Internal short courses		
Internal online courses		
Membership of professional organisations - financial		
Membership of professional organisations - time		
Industry or network events and conferences		
Work shadowing		
Temporary assignments or secondments		

Regular performance discussions		
Internal coaching		
External coaching		
Professional supervision		
Mentoring		
Internal vacancy notification		
Promotions		
Trainee or cadetships		
Voluntary work		
Flexible work		
More autonomy		
Job rotation		
Project work		

Career development plan

Use this to plan career development needs in your workplace.

Skills needed	By when	Short-term activities	Medium-term activities	Long-term activities	Resources needed	People
e.g. Construction management	End 2020	Work shadowing	Secondment Project work	Mentoring NZ Certificate	Course fees support Time support Trainers	Hine Kowhai