

# Career conversation guide

Career conversations help us understand our professional goals, needs, and ambitions, while also offering participants the opportunity to discover or provide valuable advice and information in a one-on-one setting.

Whether you're a seasoned professional or are new to the workforce, follow this step-by-step guide, developed by MENTOR in partnership with LinkedIn, to help you have a meaningful career conversation.



## Step 1 – Introductions

During the first few minutes of the conversation, focus on getting to know each other and offering an overview of who you are. Share your background, career journey, and expertise, as well as what you hope to offer or receive from this conversation.

Check out the [Guide for Mentors](#) or [Guide for Mentees](#) for more advice on building a strong mentor-mentee relationship.

## Step 2 – Transition to career topics

This is the part of the conversation where participants learn a bit more about each other's career goals and needs. Generally in a career conversation, there are two participants: one who is a seeker looking for guidance, and another who is a helper, and is willing to offer support. The conversation should flow like a casual chat between the seeker and helper. Topics to discuss might include:

### ✓ Career interests

- What careers is the seeker most interested in?
- What is it about these careers that piques the seeker's interest the most?

### ✓ Career goals

- What does the seeker want to achieve in their career in the next 6-12 months?
- How about 5-10 years?
- Why are these goals so important to the seeker?
- What motivates the seeker to achieve these goals?

### ✓ Career action planning

- What action steps can the seeker take to move towards their short- and long-term goals?
- Who could support the seeker with their action steps?
- What do you need to achieve these goals?

### ✓ Strengths & skills

- What is the seeker good at?
- What comes naturally to the seeker?
- What does the seeker enjoy doing?
- What strengths and skills does the seeker want to utilize in their career?

## Step 3 – Talk through next steps

As the conversation comes to a close, consider wrapping up the chat by talking through a few next steps to ensure all participants know what comes next:



### 1 Make a plan

When does the seeker want to complete their action steps by? Develop a plan to achieve this.

### 2 Share progress

With a plan in place, agree on when to connect with each other to provide updates on progress, and ask for follow-up feedback via LinkedIn or email.

### 3 Stay connected

Before ending the conversation, be sure to connect with each other on LinkedIn and share any appropriate contact information, like email addresses.

### 4 Expand connections

After the conversation is over, feel free to look into additional professional networking opportunities to help the seeker achieve their goals. This might include making LinkedIn intros, having additional career conversations, or sharing opportunities for local networking events.

