



NOTE: Tasks related to the orange boxes are completed by a Wings Staff

Live Survey Links: English: <https://forms.gle/7uxjEFS9R6WuxUXFA>
Spanish: <https://forms.gle/iBiNboSZW1vTfKuSA>

One on One Questions and Conversation Starters

These sample questions and conversations starters are a resource to help you plan and get started with 1:1s with Wings clients. This is not meant to be a complete list of questions and you do not need to ask them all.

Pre-session

Call or email the client to introduce yourself, schedule the 1:1, and get some information so you can prepare for the 1:1 discussion. You may or may not get to some of the assessment questions.

What are you interested in working on? (reference the intake information)

Ask for any documents or links to resumes, LinkedIn profiles, etc. to help you prepare.

I can offer the following services: (not all of these may apply to you)

- **Career Path** – Advice and resources to help you explore short and long term career options that may be a good match for your interests, skills, and experiences.
- **Job Seeking Tips** – Advice and suggested resources for a successful job search, including tips related to the job application process.
- **LinkedIn How-tos** – How to take advantage of LinkedIn to build your network connections to individuals who can offer you advice and references in your job search and career.
- **Resume Review** – How to create a strong resume that increases the likelihood of you being invited to a job interview, including a discussion of resume “must-have’s”.
- **Job Interview Preparation** – Best practices to help you “Ace your interview”, including how to prepare for interview questions, and how to highlight your strengths to potential employers.
- **Financial Consultation** – Advice and resources to help with basic banking, creating a budget, reducing debt, and building credit.

Opening/Assessment

Tell me a little about yourself and your work history.

What do you want to accomplish or get done today?

What types of jobs are you interested in?

Where would you like to start?

Do you have a LinkedIn profile?

What is working well? What is easy for you?

What roadblocks are you experiencing?

What thoughts or ideas do you have to get past these roadblocks?

What have you tried to overcome any roadblocks that has worked? Not worked?

What is driving you to do this now?

What is your timeline?

Resume Questions

Do you have a resume? A cover letter?

What do you like about your resume? Where do you think it needs the most help?

Are you getting the interviews you want with your resume?

Do you need me to look it over?

Does your employment history start with the most recent position?

Do each of the bullets under each job start with strong verbs?

Is your resume 1-2 pages?

Tell me about your job duties at this job. Tell me about your accomplishments at this job.

Would a resume template (or sample resume) be helpful?

What kind of job are you looking for? (perhaps pull up a job posting and use it to help with the resume)

What do you know about the Applicant Tracing Software (ATS) and keyword usage in job descriptions?

Do you have employment gaps?

Cover Letter Questions

Do you have a sample cover letter?

Do you need help customizing it for each position?

Offer sample cover letters or websites to help.

Interview Questions

When was your last interview? What went well? What didn't?

What is the hardest part of interviewing for you?

Are there any questions you had difficulty with?

How do you answer the "Tell me about yourself" question?

Do you have specific examples/stories to support the bullet points in your resume?

What are your top 2 qualities? What are you good at? Give me an example of how that helped you at your last job? (Help with behavioral questions.)

Would you like a more complete mock interview?

Do you have a great interview outfit and accessories, so you are dressed to impress?

Do you need help with company research, so you have good questions to ask?

What are your strengths?

What are your weaknesses?

LinkedIn

- Do you have a profile?
- Do you need assistance in setting one up?
- Would you like some input on your profile?
- Are you active on social media?
- Tell me about your network – not just LinkedIn – who is in your network? How are you building and using your network?

Job Search

- Are you currently employed?
- How are you finding job leads? What sites are you using to look for a job?
- Where are you in the job search?
- How are you tracking and following up on your job leads?
- How can I help with leveraging your network to help find job leads?
- How do you research a company if you get an interview?
- What fields have you worked in? What field(s) are you hoping to work in?
- Have you considered additional training?
- Are you looking for a virtual position?

Career Path Questions

- In what fields do you have experience?
- In what fields would you like to work?
- What are the short-term or long-term career goals?
- What is it that you like about that field? (Why this field?)
- What additional training might you need?

Other Questions

- Do you have an accountability partner, such as a friend or relative who can support you in this process?
- Are you aware of other resources such as PA Career Link and Chester County Opportunities Industrialization Center?

Next Steps/ Next Meeting

- What questions do you have? You can always email me with questions as they come up.
- If you need to revise your resume or cover letter, please email me the next draft. I would be happy to review it.
- What are your next steps? When do you think you can have that done?
- How can I help with your next steps?
- When can we connect again? (If needed)
- Do you anticipate any other needs? When and if you do, I would be available for another session.

Close

- It was a pleasure working with you and I look forward to hearing how ___ goes. Please keep in touch.
- I will send you a link for a survey for Wings to let them know how this went. It is short and will only take a few minutes. It's important for two reasons, first it gives us good information so we can make sure these 1:1s are helpful for people, and second, we use it to track our work. That helps us get more funding which helps us reach more women. Once we have it you will be entered in a monthly drawing that includes a Wawa gift card.
- Have you/do you need a consultation for clothing? Financial services?
- Do you have any friends who might need a 1:1 like this or need clothing?