CUSTOMIZED OCCUPATIONAL INQUIRY QUESTIONS
Example - “Sara Jackson”

Target Occupation: Web Editor

First, establish rapport:

1. Could you please describe your path to this occupation? Are there alternative entry points?
2. Challenges? Rewards?
3. How has your profession been impacted by covid 19? Long-term impacts?

Customized questions: (Note: The descriptions in the parenthesis are only in this sample to show you which items the questions relate to from Sara Jackson’s Descriptors List. This information would not be a part of your actual Occupational Inquiry questions. Also, no need to separate out the rapport-building questions from the customized questions, either. It was done here to illustrate the differences.)

4. Could you please describe your involvement with the lifecycle of projects, starting from project development to implementation? (concept to implementation)
5. What are the primary influences on a project’s flow and schedule? In other words, are projects fairly seamless once they are underway or are there frequent changes? (minimal change; team-related work; proactive work environment)
6. How many projects do you focus on in a typical week? Is your work steady or cyclical? (work load)
7. Where do you apply problem-solving in your job? Would key skills include the ability to organize and classify? (problem-solving; organizing, classifying)
8. Where do you apply your writing and editing abilities? (writing/editing)
9. Would you describe yourself more as a generalist or specialist? (ability to thoroughly learn a task; develop expertise)
10. What percentage of your day involves: teamwork, the public and independent contribution? (team-related work; interact with public)
11. What is a typical entry level salary and possibilities for promotion? (salary; Sara’s interest in management)
12. What keeps this work interesting? In what ways do you and your employer provide for your professional development? (professional development)
13. Are there areas of specialization that will be in demand within the next few years? (professional development)
14. What level of independence do you have with managing your work schedule, in terms of both work content and hours? (independence)
15. Could you please describe how your professional goals and tasks are determined? Are goals collaboratively developed? How often? (defined assignments; organized work environment; clear goals)
16. How often are performance reviews? What other ways do you receive feedback regarding your job performance and your impact on customers? (intermittent feedback)
17. Please describe the management style and the ways in which managers incorporate feedback from employees? (feedback loop; access to and communication with supervisor)

Conclusion of the visit:

18. My goal is to meet with three people in this profession. Would you have a person to recommend?