



## 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?