SAMPLE COACHING QUESTIONS

Greet the client
• What brings you in today?
• What would you like to accomplish in today’s meeting?

Chunk the process
• Is there anything going on in your career development process that you would like to focus on today?
• How can we break this down?
• Is there anything we are missing?
• How can I help you think this through?
• How can we best chunk these concepts up?

Prioritize
• What should we focus on first?
• Of all the things you have written down, which one would you most like to focus on?
• Which one of these seems like the immediate priority?
• Which one are you motivated to work on in the next two days?

Rapport-building questions (interests, skills, and values)
• I just met you: What do I need to know about you so we can have an effective meeting?
• Where are you from?
• How did you get here?
• What’s your favorite class?
• What are you involved with on campus?
• What do you like to do?
• How do you spend your free time?
• What energizes you?
• What situations bring out your best?
• What are some of your natural talents?
• What are your greatest strengths?
• What does success look like to you?
• Tell me about a time you had to make a big decision. What approach did you take?
• How will you know when you are ready to make a decision?

Major and career exploration questions
• How did you choose your major?
• Tell me some characteristics of your ideal job—don’t worry about the title.
• What would you like to see different from your current situation?
• What do you stand for?
• What do you believe in?
• If you were to start your own business, what would your business do?
• What was the last thing you Googled?
• What is one law you would change right now?
• What have you already started to put in place to achieve some of your goals?
• What goals have you been considering?
• What ideas do you have?
• What are your options?
• What is your dream job?
• If all obstacles were removed, what would you do?
• What obstacles do you see on the road to completing this goal?
• On a scale of 1 to 10...
  • How certain are you that you want to pursue “X”?
  • How happy are you with your current major?

General questions
• What have you done already to explore this idea/question?
• Who are the key people who support you?
• Who could support you with this?
• What is your ideal work environment?
• How do you learn best?
• How do you stay motivated?
• What are some of your strengths?
• What are your passions?
• What gets you going in the morning to start your day?
• Is there anyone out there that is doing what you want to do someday?
• What is your dream job?
• Where do you see yourself in the next six months to a year?
• What are some small goals that you could set for yourself to learn more?
• What is missing? What information do you still need to make that decision?
• What do you value?

Resume and cover letter questions
• What skills from the job description can you highlight in your resume?
• Who else have you shown this to?
• What are the three key takeaways you want the reader to have from your resume/cover letter?
• How can you make yourself stand out?
• Which of these experiences are most relevant to the position you are applying for?
• If you were the employer, what would you be looking for in this resume/cover letter?

Interview questions
• What will you do to prepare for your interview?
• What resources will you use to research the company?
• What are three skills you are sure they will ask you about in your interview? What examples can you give to show your expertise in those areas?
• What impression do you want to leave on the interviewer?
• How will you market your skills and experience?
• What do you want to learn through your interview experience?
• What questions will you ask during your interview?
• How do you plan to follow up after the interview?

Job and internship search
• What resources have you used to search for internships/jobs?
• What do you want to gain from an internship?
• How do you want this internship/job to impact your future?
• Where would you be willing to live and work?
• What are your non-negotiables concerning your job description?
• What is your goal date for securing an internship/job?
• Is there anyone in your network who can support this process?

Networking
• When I say the word “networking,” what does that mean to you?
• Who do you think is already a part of your network?
• Who do you want to be connected to that you aren’t currently?
• What is your goal for creating or increasing your network?
• What do you hope to gain from your network?
• Is there someone in your network who is already doing what you want to do someday?
• How do you typically introduce yourself to someone you just met?
• Have you ever practiced an elevator pitch?
• What are some of your current skills that you could mention in a networking setting?
• Let’s practice. What are some of your strengths and how have you used them in the past?
• How do you think you communicate best?
• In what ways do you struggle communicating with others?
• What are ways you have communicated in the past with people you do not know well?
• How would you like to use your network for your career/job search?
• Have you ever done an informational interview? How did it go?
• What do you know about informational interviews?
• What type of social media platforms are you currently using that would help you increase your network?
• How or do you currently use LinkedIn?
• In what capacity are you using LinkedIn, and how updated is your profile?
• Are there people on LinkedIn you would like to connect to? If so, what is stopping you from connecting to them?
• How could you leverage your current contacts on LinkedIn for your career search?

Salary negotiation
• What information do you already have about the salary and benefits package?
• How much time has the organization given you to make your decision?
• Can you negotiate for more time to make your decision and why or why not?
• What are things that you must have?
• What are things you can live without?
• Let’s look at your experience. How would you currently negotiate with your level of experience (college level education, internship, assistantship, part-time jobs, and so forth)?
• What do you think you are worth?
• What are the reasons you have for asking for what you are worth?
• What is stopping you from asking for what you think you deserve?
• What are your options beyond the salary?
• What is the cost-of-living in the area where the position is located?
• What type of equipment will you need to do your job, and is that equipment part of the benefits package?
• Will you have to travel for your job, and is the company offering travel stipends on top of your salary?
• What do you know about per diems and if the job will offer per diems?
• Do your benefits include professional development funds, and is that important to you?

Check-in
• Is this what you wanted to accomplish?
• Are we on the right track?
• What are we missing?

Action steps
• What is the first step to begin this in the next day or two?
• What will this process look like for you? Tell me the steps you plan to take.
• When are you going to fit this in?
• Is this one of your priorities right now?
• On a scale of 1 to 10, how committed are you to this action step?
• Are you okay if we challenge this a bit?
• How will you know you have achieved your target?