

# 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?