



# QUICK CHAT GUIDE

A Quick Chat is an opportunity to spend time with a mentor in your career field of interest. They may also be useful in a graduate or professional school search as you seek to find the best program fit for your academic and professional goals. Quick Chats can help you to:

- Build your network
- Explore potential career paths
- Tap into the hidden job market
- Learn unpublished details about a specific company, organization, or school

Follow the guidelines below to ensure that you show respect for the time and energy put forth by the professional you contact.

## PREPARATION

- Identify a mentor to contact in a career field of interest to you
- Research the mentor and their organization/industry
- Request a Quick Chat via the UGA Mentor Program ([mentor.uga.edu](http://mentor.uga.edu))
- When arranging a Quick Chat, plan for the conversation to take 15-to-30 minutes or less
- Prepare for the Quick Chat using some of our sample questions
- Pay close attention to the time so that you can respect the professional's schedule

## SAMPLE SCRIPT

“Hello, my name is \_\_\_\_\_. I found your name in the UGA Mentor Program platform. I am a (class year) at UGA and am interested in arranging a Quick Chat to learn more about your *career journey/experience/skillset/employer/etc.* If you're willing and available in the coming weeks, I would love to schedule a 15-to-30 minute meeting via phone or online video. What are some good times for you? I am happy to provide dates and times that are suitable for my schedule should you find this more convenient. I am extremely grateful for your consideration.

Respectfully,  
First & Last Name

## SAMPLE QUESTIONS TO ASK

1. How did you get started in this field?
2. What is your educational background?
3. What are your major responsibilities?
4. What is the most/least rewarding aspect of your career?
5. Would you choose this career again?
6. What is a typical day like?
7. What is the most common career path to end where you are?
8. What obligations does your work put on you outside of the actual job?
9. What are some lifestyle considerations for this career field?
10. What are some common entry-level positions (or graduate programs) in the field of \_\_\_\_\_?
11. What kind of salary range and benefits could an entry-level position expect to receive?
12. What kind of individual (skills/personality) would be best-suited for these entry-level positions?
13. What are the most important factors used when hiring?
14. What is the future outlook for this career?
15. What is the best educational preparation for a career in this field?
16. Which classes and experience would be most helpful to obtain while still in college?
17. How high is turnover? How does one move within the organization?
18. How do people find out about open positions in this field?
19. What are areas for potential growth/decline?
20. How do you see jobs like yours changing in the future?
21. Which professional journals/organizations would be most helpful in evaluating the field?
22. Can you recommend other types of organizations I might investigate or contact?
23. How would you describe your work environment/company culture?
24. Who else do you recommend I talk with, and may I have permission to use your name?