



Interview a workplace expert

Use this workbook to help structure a conversation with someone working in an occupation or industry of interest to you. It will help you collect useful information about jobs and careers.

I am after information about:

an occupation

an industry

Occupation/industry

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I'm interested because:

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Name of my expert:

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Tip: Read through the questions before conducting your interview.



What's the most **important advice** you have for someone just starting out in their career?

How did you know this was the **right career** for you? Did you consider any other careers?

What's the **most valuable lesson** you've learnt about your career, your job or life in general?

What **qualities** do businesses look for when employing someone in your occupation/industry?

What kind of **entry-level jobs** are currently available in your occupation/industry? Where are they located?



What is the **employment outlook** for this career field? How much demand is there for entry-level job seekers?

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What kind of **career advancement opportunities** are possible in your occupation/industry? Would people need to move businesses and/or locations to build a career path in this occupation/industry?

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What types of **skills or abilities** do you think are most important to your occupation/industry?

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Tip: Before the interview, read through the description of important work skills and abilities in the next section of this workbook. Discuss these categories with your interviewee and try to get an understanding of the skills needed to succeed in their occupation/industry.

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The main types of skills are:

- practical
- analytical
- creative

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In your occupation/industry, what sort of **interactions** do people commonly have with each other?

Tip: Before the interview, read through the description of important work skills and abilities in the next section of this workbook. Discuss these categories with your interviewee and try to get an understanding of the kind of interactions that are most common in their occupation/industry.

The main types of interactions are:

- helping
- persuading
- enforcing
- providing
- competing
- collaborating

What is the **working environment** like in your occupation/industry, in terms of:

- location (inside or outside?)
- noise (quiet or noisy?)
- organisation (highly structured, or people working independently?)
- pace of work (fast or steady?)
- do you need physical skills and strengths?
- do you need good people skills?



What level of **education, training or licencing** do people in your occupation/industry need?

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What is the **most rewarding aspect** of working in your occupation/industry?

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What are the **biggest challenges** of working in your occupation/industry?

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Is there **anything we haven't talked about** that you think is important for me to know?

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Important work skills and abilities

For tasks

Practical

Practical tasks involve focusing on what is realistic and what can be achieved in the current world, using the tools, materials and people available now. People who prefer practical tasks are known for getting things done, and they take pride in having something to show for their efforts. Practical skills are needed in a wide variety of activities, including operating, processing, checking, making, organising, monitoring, persuading, implementing and delivering. A preference for practical tasks can be expressed in a variety of ways: some people are drawn to activities requiring technical expertise or working with machines, while others focus on planning, organising or managing people.

Analytical

Analytical tasks involve collecting and looking at information and understanding how one thing affects another. People who work in this field use job-specific techniques to collect, monitor, understand, recall, assess and analyse information. People who prefer analytical tasks figure out how things work and how they can be improved or tested. They gather information to guide decision-making.

Creative

Creative tasks involve an appreciation of design, style, form and beauty and an ability to express this appreciation in the development of products or services. People in this field may have skills in writing, painting, singing, dancing, decorating, designing or performing. Lots of industries and employers need people with creative and artistic abilities, for example entertainment and media, retail, tourism, hospitality and construction, interior design and landscape architecture. Some people use their creative and artistic skills to produce unique products or services, which can form the basis of their own business. Others apply their creative abilities in other fields, such as advertising, marketing, retail or teaching.

For people

Helping

Working with people involves providing assistance to someone to achieve an identified goal.

Persuading

Persuading people involves convincing another person or organisation to do something.

Enforcing

Enforcing involves keeping rules and obeying standards, and ensuring others do the same.

Providing

Providing involves agreeing to do something for someone else, and making sure you deliver just that.

Competing

Competing involves actively seeking resources, rewards and recognition for your achievements.

Collaborating

Collaborating involves working with others to identify common goals, and working together to achieve them.

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