Department of Education
Dennis M. Walcott, Chancellor

NEW YORK CITY MENTORING PROGRAM
"WORLD OF WORK AWARENESS"

GETTING STARTED

When the mentor first meets with the mentee, here are some topics to consider sharing about yourself and your job. You can discuss the following:

WHAT YOU DO

Describe your job
Major tasks, minor tasks
Equipment or tools you use
Describe a typical day on the job

WHAT YOUR WORK IS LIKE

Working hours
Salary range for this type of occupation
Fringe benefits (health insurance, retirement, credit unions, etc.)
Union and/or professional organizations involved in your work
Working environment (noise, lighting, travel, special clothing, etc.)
History of this kind of work
What you produce (goods, services, etc.)
Interdependence of your job and other jobs/products/industries
Where else in the community your kind of work is done
Government regulations affecting your work

THE FUTURE IN IT

Degree of opportunity for women and men regardless of race
Opportunities for advancement
Personal qualities needed
Employment projections; effects of technology on your work
Effects of the country's economic condition on your job
Hints you would give someone applying for your job
Other jobs you could do with these same skills

JOB ENTRY

How you got started in this job
Other jobs you have held
Skills you already had that you use now; how you acquired them
Skills you had to learn specifically for this job; how you acquired them
Your recommendations to others for acquiring these same skills
Your job as a lifetime career or as a stepping stone
Related jobs for which you are now prepared

HOW IT FEELS

What you like and dislike about the job
What you would change if you could
Avenues available to you for making suggestions on the job
What you would rather do if you were not satisfied
Interpersonal skills you find very important and why
Understanding attitudes and values important to your job
Why you chose this type of work (with machines instead of people, for example)

HOW IT AFFECTS YOUR PERSONAL LIFE

Leisure time
Job-related skills you use
Increase in energy
Family time
General health
Expanding interests
Tension-fatigue vs. Stimulation-fulfillment
Adequate exercise

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