



**Department of  
Education**

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