

Contra Costa e-Mentoring

STUDENT GUIDE

Health Careers E-Mentor Guide

The Steps to Learning About a Health Career

Student Guidelines

- Ask questions to gain information, not to impress the healthcare professional
- Ask open-ended questions, rather than ones that can be answered with a simple yes or no.
- Make requests for information as specific as possible.
- Use follow-up questions to gain more information.

WEEK ONE- E-mail #1

1. Tiptoeing through an introduction-

Give a brief description of who you are- a personal side-

(Share only what you are comfortable sharing)

Name, occupation, hobbies, family status, pets, music etc.

WEEK TWO- E-mail #2

2. Walking with your mentor-

The mentor will be asking questions to get to know you better. You can ask the following to begin to get to know your mentor's career. This is a good time to inquire about their career. The following is only a guide to get you started. Some questions you can ask are:

- a. Why did you choose this career?
- b. When did you know this was the right career for you?
- c. What qualities and skills are necessary to have for this career?
- d. What do you like the most about this career

After these questions are answered- reflect on this career and write a brief summary and personal viewpoint about this career from the information you were given. Turn this in to your teacher.

WEEK'S THREE AND FOUR-E-mail's #3 and #4

3. Allowing you to walk in your mentor's shoes-

This is when you will ask the following questions in order to be able to complete a career research report.

Week Three

- a. What are the job responsibilities associated with this career?
- b. What are the education requirements and what is the best way to get started on a career in this field?
- c. Where did you receive your education/training?
- d. Are there any licensing requirements?
- e. Is continuing education a requirement in order to maintain you license? If so, how many hours?
- f. What is the starting salary for this career

Week Four

- a. Where should I look for more information about this career?
- b. Are there any professional organizations that you belong to? How do they assist you with your career?
- c. Are there any hazards associated with this career?
- d. Please describe a typical day for this career.
- e. Do you think I would be suited for this career?
- f. What special advice would you give to anyone entering this career?
- g. What is the job outlook for this career?
- h. Do you see this career changing in the next 10 years?

Upon completion of the informational interview, you will complete a career search report. It is to include the following the information obtained from your mentor and any items that your instructor would like to include.

WEEK's FIVE AND SIX-E-mail's #5 and #6

4. Walking the path to success-

During these two weeks, your mentor will give you tips on how to be successful now and to help prepare you for post-secondary education and career development.