

Weekly Debrief or Reflection Questions

During your first mentor meeting, ask your mentee to identify one goal they have for themselves this summer. Then, check in on this goal throughout the summer.

Your conversations during the mentor meetings can help students reflect on their experiences. Through reflection, students can then understand how they are growing their work skills and draw connections between what they are currently doing and what they want to do in the future.

Some questions to ask the HSJP participant:

1. Tell me about work this week.
2. What surprised you this week?
3. What did you learn this week? (about yourself, your workplace, some aspect of the job, etc.)
4. What is going well at your job?
5. What is challenging? Why?
6. What are you proud of?
7. What do you enjoy about the job? What do you not enjoy? (this conversation can continue into helping the student understand what other types of jobs or careers may have aspects that they enjoy/do not enjoy)
8. What is something new that you tried this week?
9. What is one goal you have for yourself this coming week?
10. What is a work skill that you have practiced in this job that will help you in a future job?
11. *After discussing a challenge*, What is another way to handle that situation in the future?

or What resources do you have that could help you with this?

You can also ask students about their their strengths and stretches (challenges), or what they are learning, regarding the following work skills:

- Practices professionalism
(arrives early to begin on time, uses professional language, dresses appropriately, puts phone away)
- Is organized with proper care of materials and workspace
- Uses time effectively
- Practices effective verbal and nonverbal communication skills
- Completes tasks to the best of their ability; works towards excellence
- Actively listens to coworkers and customers, and acts on information
- Helps others with their tasks
- Prioritizes tasks in order of importance and urgency
- Sorts information in an organized and efficient manner
- Tackles problems with a calm, practical and proactive approach
- Learns or tries new things