

1-1 Meetings (Career focused)

DISCLAIMER - I wrote this before the pandemic, before Zoom meetings, and a few parts have changed or completely dropped

Everyone has their own style of talking so this may not feel right just going through these questions, it's sometimes better to find a way that is most natural for you. There is also [this framework](#) adapted from 80k.

Before meeting I write down the agenda and also notes from the application and LinkedIn. Also I generally choose a venue that isn't that busy or loud and try and choose a place where I will be sitting side by side rather than facing them, it seems to lead to better conversations and pauses are more comfortable and allow for deeper thinking.

1. Introduction (a bit about me and how I heard about EA, my own career path and interests)
2. Their origin story, ask how they heard about EA, what kind of causes they've been interested in and what they've spent time doing
3. Values/causes - I usually ask a few questions to work out general values and sometimes show a list of causes and ask how many of them would appeal as areas to work in ([Example questions for 3 & 4 here](#))
4. Personal Fit - Asking what kind of work they might enjoy - can make it easier to rule out certain career options (for example if they don't like bureaucracy the civil service is not a great option)
5. Career choices, ask if they have a list of careers they would consider, ask them to go through this [list of potential careers](#), (one good suggestion for widening the net is to put skills into a jobsite rather than job roles, this will show you careers that you may not have known require the skills you already have)
6. Ask how you can test each of these options - do you know someone to talk to, do online research, how to do a project in that area to see if you'd enjoy it, and potentially volunteer. usually best to find low cost/time ways of doing these tests
7. Might be useful to ask some questions on what the biggest bottleneck to getting a new career might be, or imagine in 6 months time that you don't know what you want to do, why would that be
8. I usually ask about the goals they wrote down on the application and ask if there is any goal in particular that is most important and what their next steps might be for that goal
9. I sometimes conclude that part and then ask a couple questions about general physical/mental/social/financial health as they are often key to everything else, but this is dependent on the person and conversation, sometimes it makes sense not to ask these questions, and to remind that all questions are optional
 - a. Physical - how is sleep, diet, exercise
 - b. Mental - Generally people either say fine, or talk a bit about any issues they have/had - this generally isn't the time to solve problems but to listen and see how they have dealt/plan to deal with it (rather than ignoring that this can often be the most important thing for someone to work on)

- c. Social - having a diverse range of communities of people to talk to, this could be family, colleagues, school friends or from hobbies, the main point is to be aware that it could be dangerous to only be part of one community if anything were to happen to those connections
 - d. Financial - if people have enough runway that they could not work for a few months, I have a few links to personal finance if people are interested
10. Ask if there are any other questions
 11. Ask for feedback on what I could do better, what was the most useful thing, or one thing of the 1-1 that they would remove
 12. Give them a book if they said that they were interested in reading about a particular area (I have only done this maybe 10% of the time)