

Establishing Goals and Objectives

Congratulations! You've decided that you could benefit from starting a professional mentoring relationship. Since you are the person seeking out a mentor, it is important that you consider what you're hoping to learn from the mentor and in what ways you're hoping they can encourage and support your goals and objectives. On this page, there are several sections to complete that will help both you and mentor develop a plan for the relationship. It is recommended that you print this out, complete the sections and bring it with you to your first meeting with the mentor.

Student Goal Development Survey

Listed below are some developmental areas that you could select as a basis for goal-setting. You may be more comfortable with some areas than others, so place a check mark next to the areas that could use some improvement. Using these as a guide, you can use these areas to create some professional or personal goals.

Interpersonal Skills

- Decision-making
- Time management
- Self-motivation
- Managing emotions
- Ability to speak clearly/concisely
- Conversational ability in groups
- Confidence
- Initiative
- Problem solving skills
- Volunteer opportunities

Career

- Goals
- Development of work ethic
- Networking
- Promoting self/others
- Co-worker relations
- Supervisor relations
- Office politics
- Interviewing skills
- Resume/Cover Letter

Leadership

- Group facilitation
- Delegation
- The meaning of leadership
- Developing influence
- Developing trust and integrity

- 1. List 3 goals you want your mentor to assist with you. Use the SMART method when setting these goals. (Specific, measurable, attainable, reasonable and timely)**

Mentorship Guidelines

Listed below, you will find some key items that should be addressed during the first meeting between mentor and mentee. It is important to note that while the mentor may have to drive much of the agenda during the meeting itself, the mentee is responsible for initiating the contact between the parties.

This guideline is simply that; a tool to help facilitate the first meeting and set a schedule for the rest of your mentorship meetings. It also should give you the framework necessary to determine whether the two of you are a good match. If either party feels this is not a good match, it is recommended to terminate the mentorship relationship after the first meeting.

1. **Preferred method of contact** – this relationship will be what you make of it and it's important you both understand the most efficient way for you to communicate

We will contact each other by: _____

2. **Frequency of contact** – Establish how often you're willing to meet during the current semester. It is strongly encouraged to meet at least 5 times if you agree you're a good fit. Both the mentee and mentor must agree on a meeting pattern. The mentorship can last longer than a semester if both parties choose.

We agree to meet every: _____

3. **Goal setting** – the mentee should be prepared to discuss at least 3 professional goals they'd like to attain, so the mentor can better understand what role they are to play in their development

4. **Options for meetings topics or activities:**

- Job shadow at the Mentor's office
- Attend a community networking event or educational speaker together
- Resume critique – a good time for the Mentor to update his/her's too.
- Cover letter critique
- Browse job openings and discuss how to look for jobs
- Discuss possible interview questions and have a mock interview
- Discuss LinkedIn account, where to post a resume on the internet.
- Discuss importance of letters of recommendation, references and portfolio
- Talk about Mentee's career goals and if they changed during the mentorship program.
- Have a lunch meeting or meet for coffee

We choose the following topics for our meetings:

By entering into a mentor/mentee relationship, both parties are to maintain the dignity of the individual with whom they are matched, including respect for the individual's privacy, property, family and friends. Both parties will honor mutually agreed upon boundaries of time, location, information and physical contact. They will hold confidential all matters discussed or issues addressed in the mentoring relationship, except in those cases where the participant gives specific release of information permission.

Discussion Topics

- What is your job function?
- What is a typical day like for you?
- How free are you to do your work as you desire?
- What sort of working conditions do you have and is this important?
- Are there elements of your job that you dislike and how do you deal with them?
- What is your favorite part of your current role?
- Is there a "glass ceiling" and all that it implies?
- Is travel a factor in your job?
- What are the professional organizations in your field and do they serve their members?
- How did you arrive at your current position and is it where you want to be?
- How do you define "work" and how much a part of your life is it?
- If you could start over in your decision-making, would you do anything differently?
- What other jobs did you have prior to this role?
- Do you take your work home?
- What pressures do you contend with in terms of management, peers, and schedule?
- Is your private life separate from your work life?
- Did you have a mentor? How did he/she help?
- How did you get involved in your community?
- What are your greatest challenges and how do you handle them?
- What is your most important goal?