Mentee Needs and Goal Setting Worksheet

Prior to your first meeting, think about what you may want from your mentor. It may be useful to share a summary of your responses to this worksheet with your mentor at your initial meeting.

**Networking**
- ☐ Help identifying people at the University who can be helpful to you, and how to approach them
- ☐ Help identifying people external to the University who can be helpful to you, and how to approach them

**Problem Focused**
- ☐ Advice about courses of action to address a specific problem
- ☐ Thinking through or role-playing difficult situations that you need to negotiate
- ☐ Advice about participation in professional organizations and conferences

**Professional Development**
- ☐ Help with career aspirations and goal-setting
- ☐ Information about how to advance into academic leadership positions
- ☐ Formulation of career goals and timelines

**Psychosocial**
- ☐ Someone with whom you can share experiences based on identity markers e.g. gender, race, class, sexual orientation
- ☐ Perceptions of how you come across
Skills Oriented/Informational

☐ Information about tenure and promotion at the University

☐ Help with time-management

☐ Relative importance of teaching, publishing, and service for faculty members at the University

☐ Tenure and promotion processes and procedures

☐ Help acquiring or improving skills, such as how to give a talk, how to supervise research assistants, managing classroom dynamics, etc.

Work-Life

☐ Information about family friendly policies and supports

☐ Balancing personal interests and family time

Other

☐
Use the following form to record career goals. Be realistic and specific. Set goals in the suggested areas for your first year, and each subsequent year prior to tenure. Then, identify which of your specific career goals your mentor can assist with. Ask your mentor to help identify other people and resources that can facilitate achieving your specific goals. During the first three years in your academic appointment, it may be helpful to review your goals with mentors at least every quarter.

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<tr>
<th>Area/Goals</th>
<th>Who Might Provide Assistance</th>
<th>Status of My Goal</th>
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