

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.

Today's Date:	Review Dates (every 3 months)	
Area/Goals	Who Might Provide Assistance	Status of My Goal
Networking		
Problem Focused		
Professional Development		
Psychosocial		
Skills-Oriented/Informational		
Work-Life		
Other		

Adapted from: Luz, C.C. (Ed.) (2011). Faculty mentoring toolkit: A resource for faculty, mentors and administrators at Michigan State University (NSF ADVANCE Grant #0811205). East Lansing, MI: Michigan State University.