Mentee Needs and Goal Setting Worksheet

Please use this worksheet to clarify your own questions, goals and challenges. Consider this a tool to help you organize your questions and convey that information to your mentor.

- tenure and promotion in my program/School
- long-term career goals
- work/life balance policies
- effective strategies for research, publishing, teaching and administration
- professional development opportunities
- understanding my own interpersonal behavior and improving my communication skills
- advancing into positions of administrative leadership
- professional organizations and conferences that I should attend
- having difficult conversations, conflict resolution strategies, processes, and available resources
- community resources and general information (e.g., schools, non-profits)

If your mentor is not comfortable advising you on any one of your goals, request his/her help in identifying people and resources that can assist you. Consider reviewing your goals and your progress with mentors at the end of each term.

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1 Adapted from “mentoring for success: a toolkit for faculty mentors and mentees” OSU WAGE office.