



GOAL SETTING GUIDELINES

Mentoring goals are the long-term and short-term goals mentees set with the support of their mentor. Long-term goals tend to be larger goals (e.g. identifying career interests or improving academic results) and short-term goals the steps needed to achieve them. Thus, with the help of their mentor, mentees can plan the steps they can take to achieve their dreams and gain assistance with making strategic and informed decisions regarding their academic and professional future.

The mentee's job is to...

- Discuss the goals they want to reach within the mentoring relationship
- Approach the mentoring relationship with an open mind, professionalism and respect
- Be open to suggestions and feedback
- Not to expect the mentor to make decisions for them or secure opportunities for them
- Agree and commit to expectations and goals set with the mentor

The mentor's job is to...

- Encourage the mentee to pursue their goals and to try new things.
- Guide the mentee in goal setting and brainstorm potential resources
- Offer support, feedback, and advice during regular check-in meetings
- Advise the mentee on how to make professional contacts, how to prepare for life after graduation, and to introduce the mentee to new opportunities, people, places, or ideas
- Encourage honest and open dialogue; to listen to and to respond to the needs of the mentee
- Share personal stories and advice as appropriate

Clarifying questions

Mentees: What stage are you at in your education? What are your goals for your education at this point in time? What are your broader goals for the next year or two and beyond? What would you like your life to look like after you graduate from AUP: 6 months after, 1 year after, 5 years after? What can you be doing this semester to help prepare for these goals, and how can your mentor help? What are the skills you can be developing now, as a student, that will serve you in building your future? If you have no idea, then can this semester be about exploring about how you can come up with some answers to these questions?

Mentors: What would you like to get out of this mentoring relationship? What do you believe you can learn by working with this student? (Potential goals for mentees include refining your mentoring skills, developing meaningful connections with students, participating in AUP's growing community, and learning about the student's academic domain.)

Examples of big goals and potential steps to get there

(See *Suggested Discussion Topics, Resources, and Activities* for resources)

Big goal: Prepare for applying to graduate programs by raising my GPA

Possible short-term goals include:

- Building time management strategies
- Identifying and using stress management and mindfulness techniques
- Reviewing presentation and public speaking techniques
- Identifying and utilizing tutoring and academic support services at AUP

Big goal: Learn about and pursue opportunities relevant to my academic and extracurricular interests

Possible short-term goals include:

- Researching and examining scholarship, fellowship and other research opportunities
- Talking through academic interests, including possible graduate school plans
- Reviewing potential future courses for academic and professional exploration
- Exploring ways to get involved in the AUP community through a club or organization

Big goal: Explore potential future careers

Possible short-term goals include:

- Learning about your mentor's industry, organization, and role
- Setting a plan for informational interviewing of professionals in other (or similar) industries
- Identifying and using career exploration resources
- Researching resources for job and internship searching in your target industries

Big goal: Become more decisive/confident in academic and career planning

Possible short-term goals include:

- Setting, planning, and implementing a challenge, and reflecting on what you have learned
- Reflecting on an important decision you have made such as selecting a major, deciding on an internship opportunity, deciding whether to apply to graduate school and which one to attend, etc., how you made it and how you might make decisions differently in the future

Big goal: Prepare for a job or internship search

Possible short-term goals include:

- Exploring career options for my major or program
- Building a resume
- Developing networking skills by attending an alumni networking event or reviewing and upgrading your LinkedIn profile
- Identifying and using resources offered through the Career Center
- Receiving advice on your application materials and online professional profile

To help you with your goal setting, here is a framework for setting SMART goals:

Specific: Is this goal clear and easy to understand and remember? Am I expressing what I want to accomplish in a simple and concrete way?

Measurable: How will I know when I have accomplished the goal? How will I track and measure progress?

Achievable: Is my goal realistic yet challenging? Can I expect to achieve this goal within my specific time-frame? What are the resources I'll need to get there?

Relevant: Is this a worthwhile goal? Is this the right time? Is this goal in line with my long-term objectives and my personal values? Am I excited by this goal?

Time-Bound: What is the time-frame for accomplishing my goals? How am I going to fit this goal into my commitments this semester?