

MENTEE CAREER PLANNING WORKSHEET



Mentee Name: _____

This worksheet is designed to help you explore career options, develop a career plan, and set career-related goals.

Please complete all sections below and share the worksheet with your Mentor before your first meeting.

SECTION I: REFLECTION

Dream Position

Describe the position, the company, the industry and the intangibles that make this your dream job.

Job/position:	
Company name:	
Requirements needed:	
Advantages of this position/intangibles:	

SECTION II: SELF-ASSESSMENT

Complete an honest self-assessment.

Career related strengths:	
Career related areas needing improvement:	
Skills, training, or educational requirements needed:	
Factors influencing career goals:	
How can your mentor assist you in attaining your career goals?	

SECTION III: SHORT-TERM GOALS

List 1 or 2 short-term (1 to 2 years) goals for each category
(e.g., networking, skill building, gathering career info, training)

Professional Development	Skill Development	Self-Development

SECTION IV: LONG-TERM CAREER GOALS

Timeline	Where I want to be	What I need to do to get there	How I'll know I've achieved it
1 Year			
5 Years			
10 Years			

SECTION V: GROWTH GOALS

Skills to improve	Available resources	Status