

**ESTABLISHING GOALS AND EXPECTATIONS**

 **FOR YOUR MENTOR/MENTEE RELATIONSHIP**

As you enter your mentoring relationship, clear and reasonable goals and expectations should be discussed. Please use the outline provided below as a guide for this discussion. Open communication between the mentor and mentee is necessary for a successful experience.

1. Why did you join the Pesce Family Mentoring Institute?
2. Define the role of mentor and mentee.
3. Set reasonable and attainable goals. How long will it take to achieve each goal?

(Example: Develop and critique resume and cover letter – fall semester)

* 1. Goal #1/timeframe:
	2. Goal #2/timeframe:
	3. Goal #3/timeframe:
1. What does the mentor/mentee hope or expect the outcomes of this professional relationship to be and what can you do together to reach your goals?
2. How often do you expect to meet, call, email, etc.? Where? (minimum commitment is once per month for one academic year, September – May or January - December)\*
3. Are there any ground rules you would like to develop for this working relationship?

\*In addition to your monthly meetings and communication, you are expected to attend the Fall and Spring Dinner Events.

Please keep your completed worksheet to review at the end of the one-year commitment. Discuss outcomes and measure your results. You may find the following questions helpful for your end-of-year discussion.

1. Did you meet your goals? Why/Why not?
2. Are you continuing with your mentor/mentee relationship in the future? What are the mentee’s plans next year?
3. What worked/what didn’t?
4. What could be improved?

Please provide this feedback to the Pesce Family Mentoring Institute. Fax to 973-720-2074