Setting objectives and monitoring progress

*What do you want to achieve?*

The aim of this three-part exercise is to help you focus on what you want to achieve from your mentoring partnership.

Self-awareness

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|  | Part 1 | Part 2 | Part 3 |
| How confident do you feel about this issue or skill now?1 is low, 5 is high. | What level of priority should this issue or skill have? | Meet with your mentor to negotiate 4 or 5 objectives to focus on. | How confident or experienced do you feel about this issue or skill now you’re at the end of your mentoring partnership? |
| 1 | 2 | 3 | 4 | 5 | Low | Medium | High |  | 1 | 2 | 3 | 4 | 5 |
| Evaluate my suitability for specific careers and jobs |  |  |  |  |   |   |  |  |  |  |  |  |  |  |
| Review my strengths and achievements to date |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify the skill areas in which I am weak and steps I can take to improve |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify the aspects of work that are important to me and will bring me satisfaction |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify what I need to change about the way I do things |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify the support I will need in the future |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reflect on the learning I’ve gained from the networking and mentoring process |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Job or sector awareness

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|  |
|  | 1 | 2 | 3 | 4 | 5 | Low | Medium | High |  | 1 | 2 | 3 | 4 | 5 |
| Find out what activities or tasks are involved in specific careers that interest me |  |  |  |  |   |   |  |  |  |  |  |  |  |  |
| Identify which skills, qualities and experiences are required for success in this career area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Find out about the number and range of openings within specific career areas that interest me. Are they any regional variations? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Find out about the level of competition for vacancies |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gain knowledge about the major organisations with opportunities in the career area that interests me |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Find out about the lifestyle implications of specific career choices I am considering |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify my training and development needs for a job in this area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify current or future developments or trends within career fields that I am considering |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Experience and observation

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|  |
|  | 1 | 2 | 3 | 4 | 5 | Low | Medium | High |  | 1 | 2 | 3 | 4 | 5 |
| Have a tour around my mentor’s place of work/ virtual tour |  |  |  |  |   |   |  |  |  |  |  |  |  |  |
| Get work experience/ Virtual experience |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work shadow my mentor (observe them in their job)(virtual work shadowing) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Interview my mentor or other contacts about their current work role |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gain an insight into my mentor’s past career experiences |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Understand the organisational structure for my mentor’s organisation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Develop my skills

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|  |
|  | 1 | 2 | 3 | 4 | 5 | Low | Medium | High |  | 1 | 2 | 3 | 4 | 5 |
| Communication skills |  |  |  |  |   |   |  |  |  |  |  |  |  |  |
| Negotiation skills |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Time management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Planning and organisation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Teamwork |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Establishing and maintaining professional relationships |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Commercial awareness |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Taking responsibility for my own personal and professional development |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Professionalism  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Goal setting and action planning |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Job search and career planning

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|  |
|  | 1 | 2 | 3 | 4 | 5 | Low | Medium | High |  | 1 | 2 | 3 | 4 | 5 |
| Gain impartial feedback on how realistic my career plans are |  |  |  |  |   |   |  |  |  |  |  |  |  |  |
| Identify how to find vacancies in the career areas that interest me |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Plan a detailed job search strategy |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Produce a list of organisations to apply to |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Find out about the recruitment processes used by employers in the career sector that interests me |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Improve my CV or application technique |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Improve my interview technique |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Improve in other recruitment techniques used by employers in their sector such as group tasks, aptitude tests and presentations |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Establish how to overcome barriers to career entry and progression |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Contacts, information and networking

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|  |
|  | 1 | 2 | 3 | 4 | 5 | Low | Medium | High |  | 1 | 2 | 3 | 4 | 5 |
| Develop more specific contacts within my mentor’s organisation |  |  |  |  |   |   |  |  |  |  |  |  |  |  |
| Identify useful sources or lists of individual contacts in career areas that interest me |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Discuss techniques for expanding my networks of professional contacts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify useful sources or lists of firms or organisations in career areas that interest me |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Learn about further sources of career-related information in work areas that interest me  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Learn about general techniques for identifying new information and vacancy sources in the future |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify professional associations relevant to my career interests |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Course or subject-specific

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|  | 1 | 2 | 3 | 4 | 5 | Low | Medium | High |  | 1 | 2 | 3 | 4 | 5 |
| Discuss or observe the application of theory in the workplace |  |  |  |  |   |   |  |  |  |  |  |  |  |  |
| Identify opportunities related to my course |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify how my course can be applied in other career areas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify postgraduate study routes for qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Understand the process of becoming chartered or gaining relevant professional recognition |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Understand the value of relevant professional bodies |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Add any other objectives here

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