Evaluating Your Mentee’s Goals

Use the checklist below to appraise your mentee’s goals:

**Specificity**
- □ Has your mentee identified specific short and long term goals?
- □ Are the goals definite and precise?

**Measurability**
- □ Are your mentee’s goals quantifiable in nature?
- □ Has your mentee determined how to measure success?

**Work Plan**
- □ Does your mentee have an action plan to achieve their goals?
- □ Has your mentee considered the outcome of achieving these goals?

**Reality Check**
- □ Are your mentee's goals realistic given the circumstances?
- □ Has your mentee determined a completion date?
- □ Can success be achieved within the time allocated?
- □ Will additional resources or tools be needed to achieve success?

**Your Role**
- □ Is your role to advise, suggest or listen?
- □ Will your mentee’s goals require you to provide something other than guidance?
- □ How can you be most helpful to your mentee?