



**USGS Mentoring
Get Acquainted
Creating a Powerful Partnership!**

Name of Protégé: _____

Name of Mentor: _____

This exercise is to help guide a discussion as you begin to get acquainted. Both Mentor and Mentoree are provided with a list of questions relevant to developing your partnership. Take turns asking questions and feel free to take notes using the space provided.

Questions to ask your Mentor:

About their career:

- What is your current position with the USGS?
- What does your current typical day of work entail?
- How long have you worked here?
- Why did you choose this line of work?
- What type of work have you engaged in since you started working for the USGS?
- What was your favorite and least favorite project(s)?
- What do you like most and least about your career with the USGS?
- What is one thing you have done in your career with USGS that you are proud of? Why?
- When you leave or retire from the USGS, how do you want to be remembered by your colleagues?

Just a little personal:

- Where did you go to school?
- What are your hobbies and interests?
- What are your favorite pastimes?

Notes:

Questions to ask your Protégé:

About their career:

- What is your current position with the USGS?
- What does your current typical day of work entail?
- Why did you apply to the mentoring program?
- Why did you decide to work for the USGS?
- What motivates you and what do you enjoy most about your current position?
- What challenges have you encountered in your current position?
- What professional accomplishment are you most proud of so far? Why?
- Looking 5-10-20 years down the road, what do you hope to have accomplished in your career at the USGS?
- What are the two most important things you hope to gain from our partnership?

Just a little personal:

- Where did you go to school?
- What are your hobbies and interests?
- What are your favorite pastimes?

Notes:

Now that you know each other better, are there any other questions you would like to ask each other?

Notes:



**USGS Mentoring
Partnership Agreement
Creating a Powerful Partnership!**

Name of Protégé: _____

Name of Mentor: _____

This worksheet is a guide to help you define your roles, responsibilities and commitments during your mentoring relationship. Take turns answering each question. Feel free to take notes using the space provided.

Meeting Schedule

- When would we like to meet? What day(s) and time(s) work best?
- Where will we be when we meet? Can we meet for lunch or face-to-face?
- How will we communicate? (phone, email, in person, or teleconferencing)
- How often do we want to meet? (once a week, every other week, etc.)
- Are there any conferences/training we can or should take together?

Notes: _____

Preferred day(s): _____
 Time: _____
 Location: _____
 Method: _____

| | Mtg 1 | Mtg 2 | Mtg 3 | Mtg 4 | Mtg 5 | Mtg 6 |
|-------|-------|-------|-------|-------|-------|-------|
| When | | | | | | |
| Where | | | | | | |
| How | | | | | | |

Confidentiality Agreement

What we agree to keep confidential:

Notes:

What can be shared with others:

Notes:

Deal With Concerns

What (if any) reservations do you have about being in a mentoring partnership?

What assurances can you offer your partner for the above concerns?

Notes:

What challenges or obstacles might prevent you from having a successful partnership?

Brainstorm at least one thing each person can do to help overcome each obstacle.

Notes:

Partnership Goals

What do you hope to obtain from your mentoring partnership?

What kind of commitment do you need in order to make your partnership work?

What you will strive to accomplish during the 12 months of this mentoring partnership?

What help/support do you need from your partner to achieve your goals?

Notes:



**USGS Mentoring
Development Plan & Goal Setting
Creating a Powerful Partnership!**

Name of Protege: _____

Name of Mentor: _____

This worksheet is a guide to setting up your career goals. It will take you all the way through the process and help you develop a plan for what you can do today and during the next year of your partnership to help you meet your goals in the future. The goals you set using this worksheet do not have to be time limited to the length of your mentoring partnership. You can think about where you want to be 5, 10 or even 20 years from now. Use the example provided to help guide you through the exercise.

1. On a separate piece of paper, list the goals you have for your future and prioritize them.
2. Answer the following questions for each goal using the worksheet below. You may need to make copies of the worksheet so that you have enough.
3. For each goal, write what smaller steps you must take to achieve that goal. These are considered "milestones" or developmental objectives.
4. For each Developmental Objective, answer the following questions:
 - What help do you need to achieve this developmental objective?
 - How can your mentor help you?
 - What other support will you need?
 - Do you need training or classes to help you succeed? List them.
5. Set deadlines for your developmental objectives. They can be firm, as in "by January 1, 2010", or they can be soft, "within 6 months."
6. Remember to revisit your goals often and update them as needed.

Goals should be SMART:

Specific
Measurable
Attainable
Realistic
Time-bound

Example Goal

Goal: By the end of this year, I want to be able to effectively deliver a scientific presentation that highlights the work I have done in front of a large group of my peers.

Developmental Objectives:

A. Assess current presenting skills

Timeframe: within the next month

→ **What help do you need to achieve this developmental objective?**

Ask for feedback from people who have attended my presentations, video tape myself; Self-critique

→ **How can your mentor help you?**

By discussing their view on what makes a good presentation, offering to listen/view one of your presentations. Discuss any concerns I have about giving presentations and help me resolve them.

→ **What other support will you need?**

Viewpoints from others

→ **Do you need training or classes to help you succeed? List them.**

No training is required for this Developmental Objective

B. Sharpen my presenting skills by beginning to implement the below strategy

Timeframe: within the next 6 weeks

→ **What help do you need to achieve this developmental objective?**

Practice presenting, develop clear concise presentations, read books/get internet training, attend as many presentations as possible

→ **How can your mentor help you?**

By giving a presentation while I watch so I can learn presentation strengths and weaknesses. Mentor can discuss what worked well in their presentation and points of the presentation that needed improvement

→ **What other support will you need?**

Training via books or internet would be helpful but not necessary. I need the opportunity to view as many presentations as possible.

→ **Do you need training or classes to help you succeed? List them.**

Training would benefit but is not necessary to succeed.

C. _____

_____ **Timeframe:** _____

→ **What help do you need to achieve this developmental objective?**

→ **How can your mentor help you?**

→ **What other support will you need?**

→ **Do you need training or classes to help you succeed? List them**

D. _____

_____ **Timeframe:** _____

→ **What help do you need to achieve this developmental objective?**

→ **How can your mentor help you?**

→ **What other support will you need?**

→ **Do you need training or classes to help you succeed? List them**

Goal

Goal:

Developmental Objectives:

A. _____

_____Timeframe:_____

→ What help do you need to achieve this developmental objective?

→ How can your mentor help you?

→ What other support will you need?

→ Do you need training or classes to help you succeed? List them

B. _____

_____Timeframe:_____

→ What help do you need to achieve this developmental objective?

→ How can your mentor help you?

→ What other support will you need?

→ Do you need training or classes to help you succeed? List them

C. _____

_____Timeframe:_____

→ What help do you need to achieve this developmental objective?

→ How can your mentor help you?

→ What other support will you need?

→ Do you need training or classes to help you succeed? List them

D. _____

_____Timeframe:_____

→ What help do you need to achieve this developmental objective?

→ How can your mentor help you?

→ What other support will you need?

→ Do you need training or classes to help you succeed? List them

Goal

Goal:

Developmental Objectives:

A. _____

_____Timeframe:_____

→ What help do you need to achieve this developmental objective?

→ How can your mentor help you?

→ What other support will you need?

→ Do you need training or classes to help you succeed? List them

B. _____

_____Timeframe:_____

→ What help do you need to achieve this developmental objective?

→ How can your mentor help you?

→ What other support will you need?

→ Do you need training or classes to help you succeed? List them

C. _____

_____Timeframe:_____

→ What help do you need to achieve this developmental objective?

→ How can your mentor help you?

→ What other support will you need?

→ Do you need training or classes to help you succeed? List them

D. _____

_____Timeframe:_____

→ What help do you need to achieve this developmental objective?

→ How can your mentor help you?

→ What other support will you need?

→ Do you need training or classes to help you succeed? List them



USGS Mentoring Final Thoughts Worksheet

1. (a) In the past year, what changes, if any, have you made in regards to your work life and work practices? (b) What prompted you to make these change(s)?

2. (a) In the past year, did you acquire any new knowledge or skills? (b) What did you learn, and who or what facilitated this learning?

3. What, if anything, did being a participant in the Mentoring Program do for you?
