

## Negotiating: Exercise 1

### **Mentor's Worksheet for Evaluating Mentee Goals**

Instructions: Answer the following questions to gauge the clarity of your mentee's goals.

#### **Specific**

- What is it the mentee is trying to accomplish in this relationship?
- Are the mentee's goals specific, concrete, and clear?

#### **Measurable**

- Are the goals capable of being measured?
- In what ways can success be measured?

#### **Action Oriented**

- Are the goals future oriented?
- What results should you be able to see when the mentee's goals are accomplished?
- What concrete things will the mentee be able to do as a result of accomplishing the goals identified?

#### **Realistic**

- Are goals achievable within the availability of your time?
- Are there other resources that need to be available in order to achieve the goals?

#### **Timely**

- Is the time allocated for accomplishing the learning goals reasonable?
- Has a completion date been set for attaining the goals?

*Source: Adapted from Smith (1995, pp.83-84)*