

Seattle University  
 Albers School of Business and Economics  
**FACULTY MENTOR PROGRAM**

**Mentoring Plan**

This worksheet is intended to help Faculty Mentors and Albers Mentees set goals together. Take a few minutes together to reflect on what you both hope to gain by participating in the program. Mentees should keep the plan to update throughout the year.

**Mentor/ Mentee Goals:**

1. **Commit:** Make a commitment to a goal.
2. **Plan:** Establish an Action Plan.
3. **Implement:** Meet regularly to implement the Action Plan.
4. **Evaluate:** Track and evaluate progress on your Action Plan—adjust if necessary.

Goal	Action Step
<i>Example: Update/create résumé</i>	<i>Student researches Career Services 10/1 Student registers for workshop 10/8 E-mails draft résumé to mentor 10/25</i>