



## Initial Assessment for Partnership Goal Setting

Mentees and mentors are strongly recommended to use this tool during their first meeting to identify which topics and goals to address during their partnership. They can refer to and update this document throughout their time together.

The topics below are suggestions only. Feel free to adjust and add to the list as needed.

---

Mentees, how useful or relevant are the following topics?

### Applying for Jobs

	Yes, I definitely want to discuss this	I only want to spend a small amount of time on this	No discussion needed at this time
Where and how to look for job postings and opportunities			
How to identify potential employers			
Understanding what employers are looking for in my sector and profession			
Preparing a strong resume			
Preparing a strong cover letter			
Creating a strong LinkedIn profile			
Creating a plan for applying for jobs (e.g., number of applications to submit per week)			

Are there additional topics and/or specific actions you'd like to take during your meetings? For example, discussing a couple of job postings that the mentee has found. List these below:





**Hiring Processes**

	Yes, I definitely want to discuss this	I only want to spend a small amount of time on this	No discussion needed at this time
Telephone interviews			
Different types of in-person interviews, particularly those most typical in my profession and/or sector			
Behaviour-based interview questions			
Sending thank you emails and follow-up communication			

Are there additional topics and/or specific actions you'd like to take during your meetings? For example, preparing and practicing answers to typical interview questions. List these below:

**Networking**

	Yes, I definitely want to discuss this	I only want to spend a small amount of time on this	No discussion needed at this time
Information interviews			
Finding out about networking opportunities (e.g., events, professional associations, workshops or conferences, Meetup.com groups)			
What is networking like in Canada, particularly in my profession and/or sector?			
Practice networking skills			
Finding useful profession-specific LinkedIn groups to join			

Are there additional topics and/or specific actions you'd like to take during your meetings? For example, discussing how to network at an event where you don't know anyone. List these below:



**Culture and Communication**

	Yes, I definitely want to discuss this	I only want to spend a small amount of time on this	No discussion needed at this time
When in a job interview, how do people typically demonstrate confidence?			
When working together, how much personal information do colleagues typically share?			
What does small talk look like in a work/professional or interview context (what do people talk and not talk about?)			
Typically, how direct or indirect are people with one another at work?			
Is it okay to openly disagree with someone more senior at your organization?			
If you're a manager, how much or how little direction are you expected to give your staff?			
What does it typically mean to "take initiative" at work?			
What is expected of staff at team meetings (e.g., how social should one be at the beginning of a meeting, how much detail to share when updating the team on a project)?			

Are there additional topics and/or specific actions you'd like to take during your meetings? For example, having a discussion around how social people in different countries tend to be with their colleagues (how much personal information do they share? Do they socialize outside of work?) List these below:





**After the Job Search**

	Yes, I definitely want to discuss this	I only want to spend a small amount of time on this	No discussion needed at this time
Assessing job offers			
What to expect when being onboarded into an organization			
What are performance evaluations typically like?			
How is feedback typically given and how are employees expected to respond?			
What should I do during my probationary period to demonstrate to my employer that they made the right decision in hiring me?			
What kinds of things can I do in the future in order to reach new professional goals (e.g., achieve future promotions).			

Are there additional topics and/or specific actions you'd like to take during your meetings? For example, how to negotiate a job offer (e.g., salary, benefits, etc.) with a potential employer. List these below:

**Additional Topics and Skills**

Are there any additional topics you'd like to discuss or skills you'd like to work on?