



SOUTH DAKOTA STATE UNIVERSITY

Alumni Mentor Program

Career Goal Setting

Instructions

Use this template to outline the student's career goals. Use the short-term goals as milestones that can help the student move closer to accomplishing their career goals. Identify clear action steps and set reasonable timelines for completion.

The mentor should function as a guide, offering suggestions while the student will make the final decision.

Career Goals:

The student should list as many career goals as possible. They should not feel obligated to limit themselves to five goals.

1. _____
2. _____
3. _____
4. _____
5. _____

Short-Term Goals:

What short-term goals can the student work towards that can be used as milestones towards their career goals? Consider setting goals that can be tracked by the mentor and mentee.

1. _____
2. _____
3. _____
4. _____
5. _____



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Action Steps:

What steps can be taken in the near future to accomplish each of the short-term goals?

1. _____
2. _____
3. _____
4. _____
5. _____

Timeline to Accomplish:

What is a reasonable timeline to accomplish each of the short-term goals?

1. _____
2. _____
3. _____
4. _____
5. _____

Indicators of Success:

How will success be measured for each of the goals? What are the key indicators?

1. _____
2. _____
3. _____
4. _____
5. _____

Mentee and mentor are encouraged to keep copies of this document. Both should check in regularly to assess progress made towards accomplishing the listed goals.