

# INDUSTRY CONNECTIONS MENTORING PROGRAM

## SMART Goals Agreement

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Student Name

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Mentor Name

A successful mentorship starts by making sure you and your partner agree on how the relationship will function and what you want to achieve during the year. During your first meeting, talk about how you want to communicate, when you would like to meet and set goals you want to accomplish.

Goal setting is an important part of the mentorship process because it will help you focus on what you want to get out of the partnership. Goal setting might also be new to you, and that's OK. One way to create a good goal is to make it SMART:

**Specific:** The goal statement should be concrete and action-oriented. What specifically are you trying to accomplish?

**Measurable:** How will you know when you have achieved the goal? How will you track and measure progress? How is success defined?

**Achievable:** The goal should require work, but be attainable. Is the goal too big or too small?

**Realistic:** Do you have the ability and commitment to reach the goal? What additional resources of time, money or capability will be needed to reach the goal?

**Timely:** There should be a specific time frame for achieving the goal.

Go beyond “get an internship” and attach actionable steps you and your mentor can take to accomplish it, like reviewing your resume or conducting a practice interview. If you're not sure how to break down a goal into actionable items, ask your mentor for their advice.

Potential areas of focus for goal setting:

- Identify and work on developing specific skills relevant to the industry.
- Develop leadership skills.
- Develop communication skills.
- Explore personal interests and abilities.
- Learn and practice effective networking skills in a professional setting.
- Develop organizational skills.
- Explore future career paths and opportunities.
- Develop and refine professional etiquette.
- Practice resume and cover letter writing or interview skills.
- Enhance online professional presence, including LinkedIn and other industry-specific platforms.

**SMART Goal 1:**

**How can your mentor help you achieve this goal? Be specific.**

**SMART Goal 2:**

**How can your mentor help you achieve this goal? Be specific.**

**SMART Goal 3:**

**How can your mentor help you achieve this goal? Be specific.**

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Assess progress toward your goals throughout the program. Goals may need to be updated, changed or expanded during the year.

**Upload completed form by December 2, 2024.**