American Corporate Partners

Career Assessment & Objectives Questionnaire/ Recommended ACP Mentoring Program

2012

If you are unable to edit this PDF, please visit acp-usa.org and go to "Additional Mentoring Resources" for a word document version of the Career Assessment & Objectives Questionnaire.

Part 1: Career Assessment

ACP encourages Protégés to complete these pages prior to the first meeting with your Mentor in order to develop a course of action for the year together.

Instructions: Respond to each statement by circling the number which is most true for you.*

Scale

1 = Strongly Agree
2 = Agree
3 = Maybe, not certain
4 = Disagree
5 = Strongly Disagree

1.	I know what motivates me to excel at work.	3
2.	I can identify my strongest abilities and skills.	3
3.	I have three major achievements that clarify a pattern of interests and abilities that are relevant to my career.	3
4.	I know what I both like and dislike in work.	3
5.	I know what I want to do during the next 2 years.	3
6.	I know what I want to do during the next 5-7 years.	3
7.	I have a well-defined career objective that focuses my job search on particular organizations and employers.	3
8.	I am going back to school and considering different career options.	3
9.	I know what skills I can offer employers in different occupations.	3
10.	I know what skills employers seek most in candidates.	3
11.	I can clearly explain to employers what I do well and enjoy doing.	3
12.	I can clearly and succinctly explain why employers should hire me.	3
13.	I want to start/have started a small business and would like assistance in building it.	3

*Used with permission of Carl S. Savino and Robert Krannich, *From Army Green to Corporate Gray.*

Part 2: Objectives

1. Check all that apply.
2. List your top three objectives in the open fields at the bottom of the page.
3. Develop an "Action Plan" with your Mentor (see next page).

I would like a corporate Mentor to help me:

- Obtain a job ☐
- Identify which career fields best suit my skills, interests, and experience ☐
- Learn about various careers in numerous industries ☐
- Build a network of professionals in a variety of industries ☐
- Learn about career opportunities in a particular industry ☐
- Learn how to advance at my current job ☐
- Learn how to deal with a difficult boss, colleague, or fellow student ☐
- Learn how to start my own business ☐
- Learn how to build a business I have already started ☐
- Determine if I should go back to school ☐
- Make sure I am on the right path toward my desired career after I obtain my degree ☐
- Better deal with work/life balance issues ☐
- Improve my résumé and my interview skills ☐
- Translate my military background to the corporate world ☐
- Learn the language and culture of Corporate America ☐
- Get along better with my peers ☐
- Build lasting relationships with those in the civilian world ☐
- Other _____ ☐

Top Three Objectives:

1. _____
2. _____
3. _____

Recommended Quarterly Program for Mentorships

ACP strongly recommends that at the onset of the mentoring relationship, the Protégé and Mentor identify goals and objectives to achieve during the course of the year and jointly develop an action plan. Ideally the Protégé and Mentor will spend time together each month, whether in person or on the phone, to allow for twelve significant discussions over the course of the year that assist the Protégé's career development or create networking opportunities. The achievement of benchmarks should be monitored regularly and reassessed when necessary.

Every mentorship is different and relationships vary based on individual goals and experiences. Below you will find one example of a quarterly framework for the yearlong program.

Quarter 1: Career Assessment, Objectives, and Expectations

The Career Assessment & Objectives Questionnaire should be completed by the Protégé prior to the first meeting and discussed with the Mentor in order to determine an action plan. Protégés should be honest and realistic about their needs, objectives, and expectations, and Mentors will need to recognize what they can deliver before committing to a particular outcome. The remainder of the initial quarter may be spent building a relationship between the Mentor and Protégé in which both parties get to know each other beyond their professional experiences and career goals. The best mentoring relationships are built around trust, mutual respect, and open communication.

Quarter 2: Networking Enrichment

In many cases the Protégé will benefit from being introduced to others within the Mentor's corporation, whether it be to learn about different lines of work, or to meet others who may be considered role models and offer alternative perspectives in line with the Protégé's objectives. Ideally, the Protégé will be introduced to three other professionals from the Mentor's corporation and have significant discussions with each of them during the quarter. ACP's Participating Institutions may also organize larger networking events for the Mentors on their staff and their Protégés.

Quarter 3: Job Preparation & Career Development

ACP recommends that Mentors offer assistance with various skills required of Protégés who will be applying for a job, going back to school, or building a career. Examples may include: third party skill assessment, personality typing (example: Myers-Briggs), résumé review, interview training and public speaking. Mentors may wish to engage their Human Resources departments.

Quarter 4: Program Recap & Professional Networking

The final quarter can commence with a review of the Protégé's original Career Assessment & Objectives Questionnaire to determine if the original objectives are on a path toward being realized. During the remainder of the quarter Mentors may spend time assisting their Protégés in building their own professional networks. Ideally, the Mentor will introduce the Protégé to three professionals from outside the Mentor's corporation at this time to allow for three more significant discussions. Mentors and Protégés may wish to discuss the ways the Protégé can continue his or her own professional development beyond the yearlong program.

ACP One-Year Action Plan

This template is meant to be used in tandem with ACP's Mentoring Handbook, Career Assessment Questionnaire, and Recommended Quarterly Activities. Examples and suggestions below should serve as a rough guide.

Section 1 — Career/Professional Goals and Objectives

Short-Term Goals (1-2 Years)	Long-Term Goals (2-5 Years)

Section 2 — Month-By-Month Action Plan

	Meeting Date	Objectives/Goals	Strategies/Tactics
Month 1		*Example:* • *Identify top three short-term and long-term goals.* • *Identify professional strengths and opportunities for growth (taking military background into account).* • *Use this worksheet to create a plan of action.*	*Example:* • *Review completed Career Assessment Questionnaire.* • *Mentor and Protégé: Take the Jung Typology Test and discuss individual results together.*
Month 2			
Month 3			

This template is meant to be used in tandem with ACP's Mentoring Handbook, Career Assessment Questionnaire, and Recommended Quarterly Activities. Examples and suggestions below should serve as a rough guide.

Section 2 — Month-By-Month Action Plan (Continued)			
	Meeting Date	Objectives/Goals	Strategies/Tactics
Month 4			
Month 5			
Month 6		*Example:* • *Assess progress of mentorship to date.* • *Identify goals for the second half of the match.*	*Example:* • *Review accomplishments and revisit CAQ.* • *Discuss meeting schedule and timeline for the second half of the match.*
Month 7			
Month 8			

This template is meant to be used in tandem with ACP's Mentoring Handbook, Career Assessment Questionnaire, and Recommended Quarterly Activities. Examples and suggestions below should serve as a rough guide.

Section 2 — Month-By-Month Action Plan (Continued)			
	Meeting Date	Objectives/Goals	Strategies/Tactics
Month 9			
Month 10			
Month 11			
Month 12			