



American Corporate Partners

Career Assessment & Objectives Questionnaire/
Recommended ACP Mentoring Program

Summer 2010



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

Part 1 Instructions:

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

Scale

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

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

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



Part 2 Instructions:

Step One: Check all that apply.

Step Two: List your top three objectives in the open fields at the bottom of page.

Step Three: Develop an Action Plan with your Mentor (see next page).

I would like a corporate Mentor to help me:

- Obtain a job
- Learn about various careers in a wide range of industries
- Build a network of professionals in a variety of industries
- Learn about career opportunities in a particular industry
- Build a network of professionals 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
- 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 of corporate America
- Learn more about personal finance
- Get along better with my peers and supervisors
- Build lasting relationships with those in the civilian world
- Other _____

Top Three Objectives:

1. _____
2. _____
3. _____



Recommended ACP Mentoring Program

American Corporate Partners strongly recommends that at the onset of the mentoring relationship, the Protégé and Mentor identify goals and objectives to achieve during the mentorship and jointly develop an Action Plan. ACP recommends building the Action Plan around a yearlong engagement. The achievement of benchmarks should be monitored regularly and reassessed when necessary. The plan should allow for at least twelve “significant discussions” to take place during the year. ACP suggests the following framework for breaking down the yearlong program:

Quarter 1: Career Assessment & Objectives

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 and objectives and Mentors will need to recognize what they can deliver before committing to a particular outcome. ACP recommends the remainder of the initial quarter 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 during the quarter so that three “significant discussions” of one hour or longer may be achieved during this time period.

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 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 corporate Human Resources departments.

Quarter 4: Program Recap & Professional Networking

The final quarter should commence with a review of the Protégé’s original Career Assessment and Objectives Questionnaire to determine if the original objectives are on a path toward being realized. The remainder of the quarter may be best spent with the Mentors assisting the Protégés in building their own professional networks. Ideally, the Mentor will introduce the Protégé to three other professionals from outside the Mentor’s corporation so that three “significant conversations” of one hour or longer may be achieved during this time period. Mentors and Protégés may wish to discuss the ways the Protégé can continue his or her own professional development beyond the yearlong program.