It is important to identify your learning goals based on your desire to grow in your current role and/or gain skills to advance you in your desired career path. Once you have documented your learning goals, work with your mentor to complete your development plan. The competencies identified should be tied to your learning goals, align with opportunities that exist in state government, and support the mission of public service. When completing your development plan, be S.M.A.R.T

Specific: Describe what will be accomplished

Measurable: Identify measurements (number, percentage, etc.) so that it is clear when the activity has been successfully accomplished

Action-oriented: Use verbs to describe the skill, activity and goal

Realistic: Identify activities and goals that are attainable

Time-oriented: Anchored within a time environment

Mentoring Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mentee**: Gilberto | | | **Mentor**: Ha-Anh | | | |
| **Time period for mentoring partnership**: 6 months | | **From:** 04/18/2019 | | | **To:** 10/18/2019 | |
| **Mentoring Goals**:   1. Learn how to apply for state jobs 2. Learn about job opportunities best suited to my knowledge, skills, abilities, and interests 3. Network with other immigrants from my home country of Chuuk 4. Overcome my fear of interviewing | | | | | | |
| **Current state:**  Assess your current proficiency in your mentoring goals on a scale from 1 - 5   1. 1 2. 3 3. 2 4. 1 | | | | | | |
| **Development Plan** | | | | | | |
| **Competency:**  **What specific skill do I want to develop?** | **Activities** | | | **Target completion date** | | **I know I have achieved my goal when…** |
| 1. **Applying for state jobs** | Mentor will show mentee how to use the careers.wa.gov website to find and apply for jobs.  Mentor will assist mentee in writing cover letters and resumes. | | | 05/18/2019 | | I can find jobs that I am interested in on the careers.wa.gov website.  I can apply to jobs without assistance. |
| 1. **Identifying the jobs that are best suited to me** | Mentor will work with mentee to identify mentee’s strengths and weaknesses.  Mentor will help mentee search for jobs that best fit the mentee’s KSAs. | | | 06/18/2019 | | I will have a list of job types/classes that I should focus my search on. |
| 1. **Networking with fellow Chuuk immigrants** | Mentor will introduce me to other Chuuk immigrants in both state employment and the local community. | | | 08/18/2019 | | I have met at least two Chuuk immigrants. |
| 1. **Interviewing skills** | Mentor will perform mock interviews with mentee.  Mentor will provide constructive feedback and suggestions for improvement. | | | 10/18/2019 | | I know what to expect in most interview situations.  I have achieved an acceptable level of comfort and confidence in interview settings. |

Work with your mentor to repeat this process for each identified competency to reach your learning goals.

Signature of Mentee Date

Signature of Mentor Date