

EXPECTATION CHECK-IN [EXERCISE]

The mentor and student assistant should respond to the following items and meet to compare their responses and clarify any differences. For some items, particularly those goals that are not part of the job description, it will be helpful to clarify what the student assistant would like to learn while working for a particular department on a specific project.

1 = Essential
2 = Helpful
3 = Nice but not necessary
4 = Would prefer didn't do
5 = Absolutely not

- | | |
|--|---|
| <input type="checkbox"/> Guidance with schooling or experience at CSUN | <input type="checkbox"/> Participate in social gatherings or activities related to the department/college/project |
| <input type="checkbox"/> Get to know your mentor/mentee as a person (going to coffee or lunch to chat) | <input type="checkbox"/> Participate in team building activities or planning retreats |
| <input type="checkbox"/> Discuss future career plans | <input type="checkbox"/> Assist in the event planning process |
| <input type="checkbox"/> Join staff/department meetings | <input type="checkbox"/> Rotation of assignments to develop an array of skills |
| <input type="checkbox"/> Learn more about the operations of the department/organization | <input type="checkbox"/> Interested in suggested reading from mentor |
| <input type="checkbox"/> Learn basic meeting management skills through observation | <input type="checkbox"/> Opportunities to present at meetings or within a group |
| <input type="checkbox"/> Assist in the planning of agenda(s) for meetings | <input type="checkbox"/> Attend conferences or seminars |
| <input type="checkbox"/> Assist in preparing reports for departments/projects | <input type="checkbox"/> Assist with resume review/mock interviews if in a related field |
| <input type="checkbox"/> Sharpen writing skills and analytical thinking through increasingly challenging tasks | <input type="checkbox"/> Check in on a regular basis via email or in person |
| <input type="checkbox"/> Introduce budgeting through basic preparation tasks and how to read operational budgets | |