

ASAP Mentorship Program

Engage in meaningful one-on-one interactions. Grow the field of Adaptation.



Guidance for Final One-On-One Meeting

In your final one-on-one/small group mentorship meeting, we recommend reflecting on what you learned from each other and discuss goals and expectations for any continued communication. Below are three suggested activities you could use to frame the conversation.

Activity A: Revisiting your Goals Worksheet

Look back to the SMART goals set at the beginning of the program and reflect on the goals you achieved and those you're still working on. (If you didn't keep a completed copy of your [Goals Worksheet](#), contact the [Mentorship Program Team](#) and we can provide you with the copy you submitted.) Consider these reflection prompts:

- First, celebrate the goals you achieved! What's something valuable you gained through addressing them? Are there any questions or goals that you want to continue pursuing (whether with your mentor, on your own, or with someone else)?
- Are there goals you did not achieve in the way you had envisioned? If so, what prevented you from achieving those goals? Can your mentor, or someone else, realistically help you achieve this goal this year?
- Have you had an impactful professional or personal experience that shifted your career vision/goals and professional development needs? Or did you make any new goals as the program unfolded?
- What is something your mentor (or mentee) said that you find yourself thinking about a lot?
- What is a professional development or career-related action that you've taken which was inspired by a conversation with your mentor?

Activity B: Articulating Professional Accomplishments

Writing and talking about one's professional accomplishments comes more naturally to some than others. If you are preparing a resume or getting ready for a job interview, or if you simply want to improve your skills in this area, you may wish to spend some time working on this with your mentor.

Some ideas to consider for resume and interview prep:

- Work with your mentor to create a list of your recent professional accomplishments that you can have on hand when needed. You may wish to use the [STAR story format](#) for this.
- Set aside time in your one-on-one meeting for your mentor to review your resume and for the two of you to talk together about ways to improve.

- Have your mentor conduct a mock interview for you. Prepare a set of mock interview questions (you can Google these as well as we can, but [here's a list](#) to get your started). Save time at the end of the meeting to debrief your responses and discuss areas of improvement.
- Prepare an “[elevator pitch](#)” ahead of the meeting. During the meeting, practice and debrief it with your mentor.

Activity C: Setting Expectations for Continued Communication

The ASAP Mentorship Program does not expect that mentors and mentees will continue to meet or communicate after the program concludes. However, some pairs/small groups may wish to do so. It's important to establish shared expectations between mentees/mentors on this question. In this case (and most), honesty is the best policy. Mentors/mentees may want to be able to continue meeting, but that may not be a realistic activity they can take on beyond the program. Be clear and honest about what you want and what you can continue to contribute. If a mentee wants to continue meeting, but a mentor cannot continue to regularly serve as a mentor, explore options such as a twice-a-year check-in, or maintain connection via the occasional email, or maintain connection via an ASAP interest group. If this program has fully served its purpose for you and you don't feel the need to continue meeting regularly, thank each other for your time and energy, agree to stay connected via LinkedIn, and agree to always be there for each other in the future should the need ever arise for continued communication.

