

Mary Newberry Mentorship Program

Career Development Exercise

Name: _____ Date: _____

This exercise is intended to provide clarity on where you currently are with indexing, and where you want to go in the next few years with your indexing career. This should help you better understand the specific focus of mentorship that you would like. The exercise will be shared with potential mentors that the coordinators think may be a good match for you.

You can respond in point-form or in one or two sentences per question. If you are not sure of an answer, perhaps reflect on why you don't know. It is also okay to move on and not respond.

Self-Assessment Summary Statements

Why are you interested in indexing? What values does indexing work satisfy for you?

What skills, experience, interests and subject knowledge do you bring to indexing work?

How would you describe where you currently are with indexing?

Are there any skills or competencies that you want to develop? Be as specific as possible.

What is your future career vision?

Career Goals

Short-Term (1 year):

Medium-Term (2-5 years):

Long-Term (5+ years):

Development Activities and Experiences:

List three specific goals you want to achieve related to your indexing or business development and outline the action steps you plan to take to reach them, along with indicators that will enable you to know when you have reached your goal, as well as a tentative completion date.

<i>Activity or Goal</i>	<i>Action Steps to Accomplish Goal</i>	<i>Milestones/ Success Measures</i>	<i>Goal Completion Date</i>

Mentoring Project or Focus:

What area of focus or project would you focus on during your mentorship? How does it follow from your plan?

Date:

Signature: