

CSAS Mentor Checklist:

CSAS has established a Mentoring Program that focuses on providing guidance, career advice, developmental projects, mission critical skill-development, and employee (student, new employees) integration within the organization. The checklist below is designed to identify and provide potential mentoring responsibilities, agreements, and suggestions to both the assigned Mentor and Employee.

Employee _____ Mentor _____

Task	Mentor	Employee
Discuss and document career goals, objectives, and linkages to education; meet quarterly to review progress and alignment with current and planned activities.		
Provide at least 1 Developmental Assignment per Quarter. This should be within the Employee's area of study, expertise, and future interest. The assignment should also be beneficial to CSAS and potentially move CSAS forward in one of its key objectives. The assignment could be with another staff person within USGS, CSS, or CSAS. The Mentor will review progress, resolve issues, and provide advice related to this assignment.		
Hold weekly "check-in" discussions to assess progress on projects, any difficulties, questions, issues, or conflicts that need to be addressed.		
Provide Quarterly briefings to CSAS SLT on projects and activities.		
Review on a yearly basis Mentor and Employee assignments, effectiveness of the CSAS Mentor Program, and make adjustments as accordingly.		
Participate through posters or presentations in local conferences, seminars, or lectures in areas of interest to the employee and the organization. The expectation is that findings will be shared with CSAS staff through Brown Bags, All Hands Meetings, etc.		
Participate in monthly CSAS employee and student sessions.		
Provide monthly highlights of accomplishments, technical or organizational challenges impacting assignments, and potential solutions. These will be shared with the assigned Mentor, CSAS SLT and staff.		
Develop personal and professional skills by taking advantage of seminars and trainings through USGS Employee Development on such topics as Time Management, Work/Life Balance, Leadership, Influencing others, Dealing with difficult people, Government employment, etc.		
Attend CSS, CSAS, and CDI Monthly and Brown Bag sessions to gain broad understanding of USGS research and activities. Provide a minimum of one briefing annually to one or more of these groups detailing work, progress.		