MENTEE CHECKLIST

Before the meeting with your mentor

- Ask yourself – What are my goals? How can a mentor assist me in meeting these goals? What are my competency levels as a teacher, researcher, administrator, and in the community?
- Take the initiative. Introduce yourself by phone, brief letter or email. Invite your mentor to meet; suggest potential topics. Agree on confidentiality and no-fault termination.
- Ask your primary mentor for his or her CV. Identify key steps in his/her career path that seem valuable.
- Update your own CV.
- Consider the skill sets that require additional mentoring: What skills do I need to learn or improve? What do I want to change about my work style? What professional networks are important?

During the meeting

- Discuss your short- and long-term professional goals (e.g., funding, manuscripts, courses) and work together to develop steps to reach these goals, with a timeline.
- Determine frequency of meetings. This will vary based on individual needs, but often occurs once a month, and at least quarterly. The extent of interaction can range from brief email or phone “check-ins” to lengthy follow-up meetings.
- Suggest potential topics for future meetings. (Examples: setting and achieving goals, managing time effectively in an academic environment, balancing personal and professional life, negotiating for what you want/need, completing manuscripts, etc.).

After the meeting and throughout the relationship

- Establish your own checklist for follow up. Keep an ongoing portfolio of activities & works in progress. Check your timeline.
- Re-evaluate the mentoring agreement at least annually.

Last minute pointers

- Take initiative to contact your mentor and be persistent. Your physician mentor is very busy and can easily forget to respond to you.
- Be honest and direct in your communications.
- Mentoring DOES NOT EQUAL shadowing. Some mentors will extend shadowing opportunities as a courtesy, but it’s not mandatory.
- Honor all of your appointments.
- Professionalism is expected at all times (i.e. professional dress, etiquette, and punctuality).
- Remember –as a mentee—your actions will be viewed as a direct reflection of your mentor. Display of poor ethical decisions will result in unfavorable consequences.