Checklist for mentees

• Getting ready:
  – Clarify your values
  – Identify your work style and habits
  – Identify knowledge and skill gaps
    • Personal
    • Professional development
    • Skill development
    • Academic guidance
    • Research
  – List specific opportunities sought
  – Write down goals: 3 months, 1 year, 5 years
  – Review the article by Zerzan
  – Send current CV to mentor
  – Request and review mentor’s cv
Checklist for mentees

• First meeting
  – The mentee must have a plan
  – Mentor and mentee share backgrounds
  – Mentee should clearly articulate his/her needs and values.
  – Asking for feedback about research idea
  – Specifically discuss how the mentor can help
  – Arrange a follow up meeting
  – Follow up with a note/email summarizing the discussion and mentee’s plan to proceed: This will keep the mentor engaged.
Cultivating the relationship

• Agree on structure and objective of relationship
• Plan and set meeting agendas
• Ask questions
• Listen actively
• Follow through on assigned tasks
• Ask for feedback
• Manage up:
  – Set goals and expectations
  – Be responsive and flexible
  – Direct the flow of information
  – Follow a regular meeting schedule with agenda.
Follow up meetings

- Set mutual expectations and responsibilities at onset of relationship
- Meet or make contact in accordance with agreed upon plan
- Use checklist and timeline to track progress. Be caring and non judgmental when giving honest feedback about progress and productivity
- Try to maintain relationship for at least two years.
- Re-evaluate mentoring relationship as needed after first year.
- Agree on confidentiality and no fault termination.
Checklist for mentors

• Getting ready:
  – Introduce by email
  – Ask mentee to send an updated resume and to begin to think about short and long-term goals
  – Review mentee’s CV
Checklist for mentors

- **First meeting**
  - Express interest in mentee’s career development
    - What is he/she looking for?
    - What would he/she like to see happen as a result of the meeting
  - **Discuss long and short term goals**
    - Identify a timeline of skills and completion of specific tasks
      - Papers, grants, initiating a research project etc
  - Ask mentee to list his/her current developmental network (colleagues, mentors, family, friends)
  - Discuss proposed frequency of meetings and set a date for next meeting.
Some topics for discussion

- **Promotion**
  - Career trajectory and skills/deliverables to progress to next level

- **Research**
  - Proposed project: Aims, hypothesis
  - Challenges
  - Need for skills
  - Review mentees’ current mentors. Is there need for others
  - Institutional/departmental resources

- **Balance and negotiation**
  - Ask questions about family and child care
  - Discuss preferred timing of milestones in mentee’s career trajectory and changes desired in the balance of activities and career/academic workload
  - Advise mentee on negotiation strategies with supervisor/division chief, and for fellows, advise on negotiating a job.
Resources

• Zerzan JT et al; Making the most of mentors: A guide for mentees. Academic medicine 84 (1):140-144, 2009
• http://www.sickkids.ca/Paediatrics/Education-and-learning/Faculty%20Development/mentorship-program/Index.html