

# The Mentor's Check Sheet

## A guide to helping mentors help mentees

Department of Medicine, University of Alberta

This sheet can be used during a meeting with a mentee to record issues and plans such that both mentor and mentee are always alert to what needs to be done next. Some of this form may only apply to research oriented staff or to clinical teachers but will be applicable generally to both. As a mentor, you may wish to expand this form on your own according to your own experiences.

Name of Mentor \_\_\_\_\_ Name of Mentee \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Review of the academic goals of the mentee. If this is the first or second meeting, have the mentee make up the list and write them down.

For each goal above, identify a date for it to be accomplished

For each academic goal, identify key milestones in reaching the goal by the desired date.

List individual steps for reaching each goal

Identify any issues that may be hindering the ability of the mentee to achieve his or her goals; this may include academic barriers, bureaucratic barriers, social barriers, family issues, etc.. For each issue, the mentor and mentee should agree on some steps to overcoming the barriers with the mentor agreeing to facilitate these steps.

List any items that both the mentor and mentee agree should be brought to the attention of either the Department Chair or Divisional Director or both.

Agree on a date and location for the next meeting.

Signatures: Mentor \_\_\_\_\_ Mentee \_\_\_\_\_

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