

## Alignment / Expectation Checklist- For Mentees

Please check of the items that you would like to discuss with your **primary mentor to better define your expectations** in the mentoring relationship following the workshop. Think about the list in terms of what you seek from your primary mentor(s):

- Help me increase my scientific knowledge and skills
  - How to become a better teacher
  - How to become a better clinician
  - Guiding my research career
  - Helping me to focus
  - Facilitate networking with leaders in the field
  - Helping me become an independent scientists with my own grants and lab
  - Introducing me to the NU institutional academic culture
  - Supporting my exploration of non-academic career pathways in industry or government
  - Giving me credit for my contributions to my mentors team and work
  - Discussing authorship as the work as is being completed – before paper is started
  - Discussing my role in my mentor(s) grant(s) before the grant(s) is/are written
  - Helping me learn how to develop grant budgets
  - Helping me manage grant budgets
  - Helping me with hiring research staff
  - Helping me to better supervise research staff
  - Helping me with work/life balance issues
  - Serving as a role model
  - Providing me with a supportive environment where I am not worried about my position or receiving a poor letter of reference for my next academic position
  - Talking to my supervisors/ other mentors if my protected time is not being protected
  - Meeting frequency
  - Response time for emails
  - Response time on research questions
  - Response time on drafts or revisions of manuscripts
  - Response time on grant sections
  - Watching me prepare for an oral presentation 1-2 weeks prior to professional meetings
  - Helping me with time management skills
  - Can I give my mentor feedback? Is there an expectation and safety for honest feedback?
  - How often you want feedback from your mentor
  - Defining whether you want your mentor to be a Passive or an Active mentor
  - Additional items not listed?
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## Alignment / Expectation Checklist- For Mentors

Please check of the items that you would like to discuss with your mentee(s) **to better align your expectations for them.**

- Increasing their scientific knowledge and skills
  - Becoming a strong teacher
  - Developing strong clinical skills
  - Getting them to focus on their academic career and future promotion
  - Becoming a local and national leader in their field
  - Submitting strong, competitive grants
  - Completing their research in a timely manner
  - Completing joint manuscripts when due
  - Managing their clinical or research teams
  - Serving as a strong role model for students and residents
  - Responding in a timely fashion to emails
  - Being on time for meetings
  - Coming prepared to meetings with a draft of a manuscript or grant
  - Accepting feedback, especially student and peer feedback, as an important mentee skill
  - Develop an understanding of the academic research culture within my research group
  - Letting them know I would like direct and honest feedback on how I am doing as one of their mentors
  - Other things you would want to discuss with your mentee regarding aligning your expectations for them?
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