Alignment / Expectation Checklist- For Mentees

Please check off 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 off 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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