

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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