

Mentor's Checklist (to complete on a regular basis)

-text courtesy of Virginia Commonwealth University, Medical College of Virginia's Faculty Mentoring Guide

-Set aside an hour for your first meeting with your mentee. Obtain his/ her CV prior to meeting so you are familiar with pertinent professional information. Use the hour to get to know other aspects of your mentee. Share similar information about yourself. You may want to conduct the first meeting away from your office, or in the mentee's space.

-Be sure that your mentee knows how to contact you: email address, telephone. You should have this same information on your mentee.

-Ask your mentee what he / she expects from you.

-Tell your mentee what you expect. Together, review strengths and weaknesses. Ask what he/she sees as the most important aspect of career development.

-Familiarize yourself and your mentee with the institution's promotion and tenure policies. Northwestern's can be found through the Faculty Affairs office website - <http://www.feinberg.northwestern.edu/faculty-staff/faculty-handbook/appointments.html>

-Either set up a regular time to meet each month, or at the end of the meeting, confirm the next meeting's time and date. Try to meet at least one month with your mentee. Be flexible, but insistent and consistent about meeting.

-With your mentee, write out one and three year goals for your mentee's career, to be examined at the end of each year.

-Be sure that your mentee is on committees and in organizations that will help him or her in career development. Invite him or her to social functions as a guest and introduce him or her to other senior members of the field.

-Ask for assistance with research or in writing a journal article and be generous with credit. Teach that authorship encompasses two fundamental principles: contribution and responsibility. Not only should he or she make significant contributions to the work reported in the paper, but also be able to take responsibility for the contents of the paper.

-If your mentee is interested (or struggling in) an area that is not your strength either, actively seek others who may assist in this regard. This is called 'layering' mentors and takes the pressure off one individual to be the 'super mentor.'

-At the end of a year in the relationship, try evaluating each other and offer that evaluation to the department or division chair.

-Be aware that as the relationship evolves, and your mentee progresses along his or her career path, his or her needs may change in a direction that leads away from you. This can be an awkward time for both of you, but consider it a success. You've helped this person develop an insight that would not otherwise have been gained without a mentor. Help him or her locate others who may be better suited to take over the mentorship duties as they have changed.

"Mentors are guides. They lead us along the journey of our lives. We trust them because they have been there before. They embody our hopes, cast light on the way ahead, interpret arcane signs, warn us of lurking dangers and point out unexpected delights along the way." ~L.A. Daloz