

# Mentee

## Meeting Checklist

A mentee is responsible for ownership of their learning and development needs.

Utilizing the checklist below will help mentees remain organized during the mentoring process.

### PRE-FIRST MEETING

1. Contact the mentor, make introductions, and set up the first meeting.
2. Update and provide a copy of mentee's CV to the mentor.
3. Complete the self-assessment below.
4. Prepare an agenda for the meeting.

### SELF-ASSESSMENT

1. What are my goals?
2. What guidance do I seek?
3. What skills do I need to learn or improve?
4. How can a mentor help me with my goals?
5. What are my levels of expertise and skills as a teacher and scholar?
6. What purpose will this mentoring relationship serve?

### POTENTIAL TOPICS

- Identifying grants and resources
- Proposal development
- Conducting and leading a research group
- Promotion and tenure processes
- Internal and external awards
- Teaching support (Faculty Center for Teaching and Learning visits)
- Teaching, mentoring, and recruiting students
- Developing mentoring networks
- Maintaining work-life balance
- Time management

### DURING FIRST MEETING

- Discuss expectations, roles, and responsibilities.
- Unpack short-term and long-term professional goals, and proposed projects.
- Outline steps to reach goals including mentoring needs, skills, resources, and a timeline.
- Determine frequency of meetings.
- Discuss when and where to meet.
- Establish meeting guidelines and interactions. This can range from brief email or phone updates to lengthy meetings.
- Specify the agenda format that is preferred.
- Discuss how to handle communication between meetings.
- Determine the best way to exchange feedback and evaluation.
- Ask your mentor about their career path.
- Review promotion and tenure criteria together.
- Suggest potential topics for future meetings based on career advancement intentions, skills, development, and/or work-life balance.

### AFTER MEETING

- Maintain ongoing portfolio of activities and projects.
- Create a mentoring timeline to follow.
- Compose agenda for each meeting and email it to the mentor in advance.
- Re-evaluate the mentoring relationship.
- Commit to immediate updates to mentee's CV.
- Create an annual list of accomplishments, scholarship, service, and awards.