



Aligning Mentor-Mentee expectations

1. Discuss why you think this pair was formed

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|------------------------------|-------------------------------|
| • Mentee: | • Mentor: |
| • What do I need to succeed? | • How can I assist my mentee? |
| • How can my mentor help? | |

What goals do we have for this mentoring relationship?

2. Discuss logistics

- When and where should we meet?
- What time of day?
- For how long?
 - NU RaMP recommends meeting at least 3x in 2020
 - ie February, May, Sept
 - Lunchtime, before work, or after work, etc
 - 30 min or 60 min, etc

3. Discuss meeting prep and other commitments

- Agree upon the expected prep for each meeting
 - Mentee provides agenda
 - Mentor reviews CV, CDP, and agenda prior to meeting
 - *Note Feinberg annual review form is nearly same as CDP
 - Section chief mentors
 - “Annual review” mtg can be same as 1st “mentorship” mtg
 - *Make sure to cover what mentee wants help with
- Discuss work roles and responsibilities
- Discuss work-life integration challenges

4. Discuss communication

- How will we communicate between meetings?
- What is the expected response time to requests?
- How will we schedule future meetings?
- How will we exchange feedback?
- How will we measure success?