# Aligning Mentor-Mentee expectations



## 1. Discuss why you think this pair was formed

• 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
  - <u>ie</u> 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?



Based on Alignment/Expectation Checklist June 2014 by M Fleming, MD, MPH; MR Carnethon, PhD, FAHA; and M Ratliff; NU FSM Mentor Development Workshop Packet and NUCATS Institute Mentoring Toolbox: *Alignment/Expectation Checklist for Mentees* and *Mentors* (available at: <a href="https://www.nucats.northwestern.edu/docs/alignment-checklist.pdf">https://www.nucats.northwestern.edu/docs/alignment-checklist.pdf</a>) and modified by KA. Cameron, PhD, MPH, FACH and H Heiman, MD (2018).