Checklist for Mentees

Entering and Establishing the Relationship

☐ Identify and document your needs and goals prior to an initial meeting.
☐ Review the Create Your Mentoring Network and Setting S.M.A.R.T. Goals worksheets.
☐ Identify any gaps in competencies/skill sets.
☐ Aim to develop a broad network of relationships to meet your needs and goals.
☐ Write down questions you want to ask your mentor.
☐ Work with your mentor to complete a mentoring agreement.
☐ Set up a meeting schedule.
☐ Discuss preferred mode of communication (email, phone, videoconference, in person).
☐ Discuss how confidentiality will be maintained.
☐ Clarify the extent to which you will receive personal as well as professional guidance.
☐ Discuss how you will approach opportunities to collaborate.
☐ Early on in the relationship, discuss with your mentor and chair the option for a no-fault conclusion agreement to end the relationship.

Cultivating the Relationship

☐ Send meeting reminders and prepare the agenda.
☐ Honor your time together by being prepared, present, and open to the mentor’s feedback.
☐ Take time to build trust by keeping your word, honoring confidentiality, and being straightforward about challenges.
☐ Periodically review and revise plans and timelines to achieve goals effectively.
☐ Acknowledge your mentor’s contributions and provide feedback (positive and negative).

Ending the Relationship or Transitioning to a New Phase

☐ Invoke the no-fault conclusion agreement if you need to end the mentoring relationship.
☐ Avoid personal traits or other characteristics as reasons for ending the relationship.
☐ At the point of a natural conclusion, have a formal discussion to acknowledge the current accomplishments.
☐ Discuss the parameters within which your professional relationship will continue.
Checklist for Mentors

Establishing Expectations

☐ Work with mentees to create a mentoring agreement.
☐ Set up a meeting schedule.
☐ Honor time commitments.
☐ Discuss how you will approach opportunities to collaborate
☐ Discuss preferred mode of communication (email, phone, videoconference, in person).
☐ Discuss how confidentiality will be maintained.
☐ Clarify the extent to which you will offer personal as well as professional guidance.
☐ Assess your compatibility with the mentee early and discuss gracefully dissolving the mentorship should it prove to be ineffective.

Cultivating the Relationship

☐ Be an active listener.
☐ Take time to build trust.
☐ Work with mentee(s) on developing realistic career goals and timelines for achieving goals.
☐ Consider issues that may arise with mentorship across boundaries of ethnicity/race, gender, etc.
☐ Introduce mentees to your networks.

☐ “Talk-up” your mentee’s accomplishments when appropriate to other colleagues.
☐ Nominate mentees for high visibility roles, such as affiliated faculty positions at a center, program, or on a standing committee.
☐ Include mentees in informal activities whenever possible.
☐ Help mentees acclimate to Rutgers and the New Brunswick area by meeting in spaces outside of your office.
☐ Exercise care in being on evaluation/review panels for your mentee. Offer your mentee the option of excluding you as a reviewer.
☐ Follow through on commitments.
☐ Promote mentees’ accomplishments.
☐ Provide opportunities.
☐ Identify your mentoring strengths.
☐ Take advantage of opportunities to improve your mentoring skills.

Providing Constructive Advice

☐ Give constructive criticism as well as praise.
☐ Give suggestions for improvement privately.
☐ Help mentees learn what kinds of institutional support they should seek to further their career.