

UNIVERSITY OF WASHINGTON SCHOOL OF MEDICINE



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**Worksheet 1: Mentor Expectations**

*Use this worksheet to develop an understanding of what you expect to gain from your mentoring relationships. By clarifying your own expectations, you will be able to communicate and work more effectively with your junior faculty. Add items you deem important.*

**The reasons I want to be a mentor are to:**

- ☐ Encourage and support a junior faculty in my field
- ☐ Establish close, professional relationships
- ☐ Challenge myself to achieve new goals and explore alternatives
- ☐ Pass on knowledge
- ☐ Create a network of talented people
- ☐ Other \_\_\_\_\_

**I hope that my mentee and I will:**

- ☐ Tour my workplace, center, or lab
- ☐ Go to formal mentoring events together
- ☐ Meet over coffee or meals
- ☐ Go to educational events such as lectures, conferences, talks, or other university events together
- ☐ Go to local, regional, and national professional meetings together
- ☐ Other \_\_\_\_\_

**I hope that my mentee and I will discuss:**

- ☐ Academic subjects that will most benefit his or her career
- ☐ Career options and professional growth
- ☐ The realities of the workplace
- ☐ My work
- ☐ Technical and related issues
- ☐ How to network
- ☐ How to manage work and family life
- ☐ Personal dreams and life circumstances
- ☐ Other \_\_\_\_\_

**The things I feel are off limits in my mentoring relationship include:**

- ☐ Disclosing our conversations to others
- ☐ Using non-public places for meetings
- ☐ Sharing intimate aspects of our lives
- ☐ Meeting behind closed doors
- ☐ Other \_\_\_\_\_

**I will help my mentee with opportunities by:**

- ☐ Finding academic possibilities in my department, center, lab, or society
- ☐ Introducing my mentee to people who might be interested in collaborating with him or her
- ☐ Helping practice for presentations
- ☐ Suggesting potential research contacts to pursue
- ☐ Teaching about networking
- ☐ Critiquing his or her resume or curriculum vitae
- ☐ Other \_\_\_\_\_

**The amount of time I can spend with my mentee will be, on average:**

- ☐ 1 hours each ☐ week ☐ every other week ☐ per month
- ☐ 2 hours each ☐ week ☐ every other week ☐ per month
- ☐ 3 hours each ☐ week ☐ every other week ☐ per month
- ☐ 4 hours each ☐ week ☐ every other wee ☐ per month

Adapted from: Brainard, S.G., Harkus, D.A. and George, M.R. (1998), *A curriculum for training mentors and mentees: Guide for administrators*. Seattle, WA: Women in Engineering Initiative, WEPAN Western Regional Center, University of Washington.