



## Checklist for Mentor/Mentee Activities

This is a checklist to guide both the mentor and mentee following a mutual agreement to formalize the mentor and mentee relationship. The mentee should keep track of what activities have been completed by both parties throughout the mentoring relationship.

<b>First Meeting</b>		
<b>Mentor</b>	<b>Mentee</b>	<b>Completed</b>
<u>Before</u> the first meeting: Review documents Mentee has sent (ex: CV, NIH biosketch, project aims)	<u>Before</u> the first meeting: 1) Send your Lead Mentor the following: CV, NIH biosketch 2) Review accomplishments of your Mentor (pubs, grants, CV)	
<u>During</u> the first meeting: 1) Discuss goals, 2) Discuss possibility of adding additional mentors, 3) Set up frequency, length and location of meetings, 4) Schedule next meeting	<u>During</u> the first meeting: 1) Discuss goals, 2) Discuss possibility of adding additional mentors, 3) Set up frequency, length and location of meetings, 4) Schedule next meeting	
<u>After</u> the first meeting: Review brief summary written by Mentee and return with comments	<u>After</u> the first meeting: Write a brief summary and send to your Mentor(s)	
<b>Follow up Meeting(s)</b>		
<b>Mentor</b>	<b>Mentee</b>	<b>Completed</b>
<u>Before</u> the meeting: Review any updated materials the Mentee sent	<u>Before</u> the meeting: 1) Send any specific agenda items you want to discuss in the meeting 2) Identify networking opportunities to discuss with Mentor	
<u>During</u> the meeting: 1) Discuss progress on goals, paying special attention to progression or lack thereof, identify potential strategies, 2) Discuss networking opportunities, 3) Schedule next meeting	<u>During</u> the meeting: 1) Discuss progress on goals, paying special attention to any problems or concerns, 2) Discuss networking opportunities, 3) Schedule next meeting	
<u>After</u> the meeting: Review brief summary written by Mentee and return with comments	<u>After</u> the first meeting: Write a brief summary and send to your Mentor(s)	
<b>At 6 Months</b>		
<b>Mentor</b>	<b>Mentee</b>	<b>Completed</b>
<u>During</u> the meeting: Complete the electronic Evaluation form (link to form on CFAR website)	<u>During</u> the meeting: Complete the electronic Evaluation form (link to form on CFAR website)	
<b>At End of Mentoring Relationship</b>		
<b>Mentor</b>	<b>Mentee</b>	<b>Completed</b>
Complete the Mentee Evaluation electronic form (link to form on CFAR website)	Complete the Mentor Final Evaluation electronic form (link to form on CFAR website)	