



The Miami Center for AIDS Research at the University of Miami Miller School of Medicine

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.

First Meeting		
Mentor	Mentee	Completed
<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)	
Follow up Meeting(s)		
Mentor	Mentee	Completed
<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)	
At 6 Months		
Mentor	Mentee	Completed
<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)	
At End of Mentoring Relationship		
Mentor	Mentee	Completed
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)	