

Important questions to consider before selecting a mentor or becoming one:

MENTEE <i>Important questions to consider before selecting a mentor. Will this person...</i>	MENTOR <i>Important questions to consider before becoming a mentor. Am I able and willing to...</i>
➤ Address my specific area of interest? ○ Help me with both short and long-term goals? ➤ Be both a role model and provide guidance related to ethical and moral dilemmas I may encounter? ➤ Help me understand professional and institutional cultures and policies in relevant professional settings? ➤ Foster my professional identity development? ➤ Communicate clearly? ➤ Be available, punctual, and honor commitments? ➤ Establish appropriate interpersonal boundaries? ➤ Work with me to establish and follow through on identified goals? ○ Be collaborative? ➤ Fit with my personality? ➤ Provide feedback and guidance, without being critical? ➤ Be respectful of me and my opinions, even during difficult conversations?	➤ Serve as an expert and a role model? ➤ Be accepting, encouraging, and supportive? ➤ Provide guidance, constructive feedback, and balance challenging and encouraging the mentee? ➤ Encourage reflection on the part of the mentee? ➤ Ensure access to appropriate resources to facilitate the mentee's goals? ➤ Make a commitment to the success of the mentee? ➤ Help the mentee problem solve ways to address challenges that impact his/her ability to achieve goals? ➤ Balance support with appropriate professional boundaries? ➤ Be accepting of the mentee and value his/her individual differences? ➤ Set realistic expectations for the mentee? ➤ Be receptive to feedback from the mentee about how I can improve as a mentor? ➤ Be collaborative in the mentoring process? ➤ Be receptive to the mentee needing/wanting to find a new mentor if his/her goals change?



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Important points to consider when creating a formal mentoring agreement:

- Clearly establish the roles and responsibilities for both the mentor and the mentee.
- Articulate the process by which specific goals for the mentoring relationship are developed.
- Establish the frequency of meeting between the mentor and mentee and the structure expected for those meetings.
- Incorporate key points from your review of the “Important questions to consider...” materials.

Sample Mentoring Agreements:

- [Mayo Clinic College of Medicine—Expectations for the Mentoring Relationship](#)
- [Association of American Medical Colleges—Compact Between Postdoctoral Appointees and Their Mentors](#)
- [Center for Coaching and Mentoring—Mentoring Contract](#)



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