

Where Mentorship Matters

# activity tracker / Mentor-Mentee guide / annual review checklist

# (to be updated/reviewed longitudinally as a living document with mentor)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mentee |  | Mentor |  | March 18, 2023 |
| Job description |  | | | |

## Specific items to discuss

|  |  |
| --- | --- |
| Priority Issues? |  |
| Other |  |

## Status updates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Item | Description | Status | Concerns |
| 1 | Projects |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 2 | Manuscripts |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 3 | Grants |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 4 | Other items |  |  |  |
| *Admin/leadership* |  |  |  |
| *Personnel* |  |  |  |
| *Wellness* |  |  |  |
| *Citizenship* |  |  |  |
| *Practice plan* |  |  |  |
| *Awards* |  |  |  |
|  | *Mentorship needs* |  |  |  |

## Students / Mentees (undergraduate, graduate, medical student, residents, faculty, staff)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Student Level | Number of Students | Description of Role as Supervisor | Accomplishments |
| Students |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mentees | Mentee Level | Number of Mentees | Description of Role as Mentor | Accomplishments |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## “Buckets” *(buckets can only hold a finite amount: only add something if you’re removing something else!)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ideas that I am thinking of | | Activities that are going on | | | Activities that are going to finish | |
|  | |  | | |  | |
|  | |  | | |  | |
|  | | Ongoing clinical (-- half-day) | | |  | |
|  | | Ongoing ed (admin, CFD, etc) | | |  | |
|  | | Ongoing teaching (undergrad, etc) | | |  | |
| Ideas that others are thinking of for me | | “Other peoples” projects | | |  | |
|  | |  | | |  | |
|  | |  | | |  | |
| Current Time Breakdown | Clinical (--%) | | Teaching (--%) | CPA/Research (--%) | | Admin (--%) |

## Check out

|  |  |
| --- | --- |
| Next steps |  |
| Next meeting |  |
| MAINPort Section 2&3 credit |  |