

# Mentoring checklist

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## Checklist for mentees

- Clarify the goals to be achieved in this mentoring relationship
- Respect the mentor and play an active role in the mentoring process
- Take responsibility for setting up meetings, proposing the agenda and arriving prepared, and sending materials in advance as appropriate
- Be aware of mentors other commitments and responsibilities, especially around key deadlines
- Keep notes
- Accept responsibility for own learning and development
- Work proactively towards achieving probation goals
- Consider all mentor suggestions carefully and follow up on agreed actions
- Maintain confidentiality
- Be open and honest on issues and needs
- Be flexible, accessible and open to new ideas

Remember:

- Don't expect your mentor to have all the answers or solve all your problems
- Recognise that your mentor may have a different style or approach
- Think about other ways to develop outside the mentoring relationship

## Checklist for mentors

- Listen carefully, actively, and respectfully
- Maintain confidentiality
- Help familiarisation with the expectations of the Department
- Help with setting realistic goals and develop strategies for achieving them
- Help prioritising goals
- Provide objective and positive information on issues that affect career development
- Help mentees to understand the stages of career development, and to develop the skills to navigate them
- Provide guidance and advice on developing academic competencies, in research, teaching, and career management
- Provide support with establishing academic networks
- Provide advice when things go wrong including direction to other sources of help
- Be flexible, accessible and open to new ideas
- Avoid being judgemental
- Don't expect to have all the answers

Remember:

- You are not expected to meet all of your mentee's needs. Consider the ways in which you are prepared to offer support.
- Recognise that it will be up to your mentee to decide how to integrate your guidance into their own evolving style and approach.
- When you meet, recognise opportunities for your own enrichment – mentors often find value in the questions or fresh perspectives of mentees.