**Aligning Mentee Goals with Mentoring Strategies**

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| **Mentee Responsibilities** | **Mentor Responsibilities** |
| *Career Plan Goals* | *Potential Strategies for Helping Mentee Achieve These Goals* • |
| 1. State his or her academic passions (research, education, service) as a career vision. 2. Understand how this career vision fits with departmental and institutional goals. 3. Translate vision into long-term (5 and 10 year) goals. 4. State annual objectives for next year or two that lead toward long-term goals. 5. State strategies and a timeline for meeting the annual objectives. 6. Achieve annual objectives. | I. Assist mentee in career planning, including providing feedback on career vision and goals, and on annual goals, strategies, and timeline.  2. Assist in understanding alignment of mentee's career vision with the goals of the organization.   1. Serve as a role model. 2. Advise on funding opportunities and getting work published. 3. Provide feedback on mentee' s research, clinical, and teaching/educational work. 4. Review mentee's grant proposals and articles. 5. Include mentee on research projects, grant writing, article preparation, teaching projects. 6. Assist mentee in acquiring resources needed to accomplish his or her annual objectives. 7. Identify other mentors to include on the mentor team, if necessary, to address mentee's needs. |
| *Professionalism Goals* .·· | *Potential Strategies for Helping Mentee Achieve These Goals*\_ |
| 7. Acquire professional socialization - an understanding of the values, norms, expectations, and sanctionsthat affect established faculty. | I. Alert mentee to written professional guidelines and policies (e.g., Code of Conduct), written authorship guidelines, and the responsibilities, rights, and expectations of his or her appointment type.  2. Alert mentee to unwritten "rules", such as determination of authorship order (if not written) and citizenship expectations.   1. Advise on departmental, and hospital formal governance systems and politics. 2. Discuss professional values such as academic freedom and the responsible conduct of research. 3. Role model appropriate faculty member attitudes, values, and behaviors. |
| *National Profile Goals* · | *Potential Strategies for Helping Mentee Achieve These Goals* |
| 8. Develop an academic and professional network. | I. Invite mentee to important networking events such as conferences, meetings with visiting scientists, and social gatherings.  2. Suggest and promote mentee's participation in professional activities that will enhance his/her national visibility.  3. Introduce mentee to key local and national leaders. |
| *Time and Career Management Goals* | *Potential Strategies for Helping Mentee Achieve These Goals* |
| 9. Manage time and career. | 1. Advise mentee about balancing work and personal life.  2. Share strategies for setting priorities.   1. Provide guidance on how to manage multiple tasks. 2. Share strategies for blocking uninterrupted time for projects. |
| -c- ..  *Advancement Goals* | *Potential Strategies for Helping Mentee Achieve These Goals* · . |
| 10. Prepare for advancement and promotion (if appropriate). | 1. Advise mentee about preparation for advancement (e.g., promotion, leadership positions, national organizations and activities).  2. Advise mentee about criteria for promotion and his/her progress· toward achieving this.  3. Annually review mentee's career development. |

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