Date Completed: Click or tap to enter a date.

This form is intended to help you (the mentee) reflect on your current skills/abilities in different areas to determine what assistance is needed from your chosen research mentor. You should complete this form periodically and especially if you change research labs/mentor.

|  |
| --- |
| **Important:** It's important to find a mentor who can support me on this  |
| **Helpful:** It's not critical for me to get support from a mentor on this, but it would be helpful  |
| **Not important:** It's not important for me to find a mentor who can support me on this at this time |

|  |  |
| --- | --- |
| **General Research/Disciplinary Skills/Abilities** |  |
| Developing a research project/plan |  |
| Analyzing/interpreting data |  |
| Problem solving/troubleshooting |  |
| Creativity/developing new research directions |  |
| **Current Professional Skills/Abilities** |  |
| Oral presentation skills |  |
| Manuscript writing skills |  |
| Abstract writing skills |  |
| Resume/CV writing skills |  |
| Personal statement writing skills |  |
| Mentoring skills |  |
| Developing a network of mentors |  |
| Establishing short- and long-term goals |  |
| **Current Leadership & Management Skills/Abilities** |  |
| Leading and motivating others |  |
| Budgeting |  |
| Managing projects |  |
| Time Management |  |
| Organizational skills |  |
| **Current Interpersonal Skills/Abilities** |  |
| Feeling comfortable with other students |  |
| Feeling comfortable with mentors |  |
| Communicating clearly in writing |  |
| Communicating clearly in conversation |  |
| Effectively interact with people from other cultures |  |
| Managing risk of conforming to stereotypes |  |
| **Graduate school or Job Search Skills/Abilities** |  |
| Understanding the graduate school market |  |
| Understanding graduate school application requirements |  |
| Identifying ways to fund graduate studies |  |
| Understanding the academic job market |  |
| Understanding the non-academic job market |  |
| Finding the right institutional/organizational fit |  |

The data you are collecting here, concerning the extent of your skills, is a tremendous resource for you. Now you see just how many abilities you have gained and honed from the many experiences you have had in your college career. And these skills all add up to one thing: the exceptional value you can provide future mentors and employers.

**Please choose your Top 5 MOST ESSENTIAL skills (in ranked order)** you wish to focus on during this mentoring period.

1.
2.
3.
4.
5.

**Name of mentor:** Click or tap here to enter text.

**Name of mentee:** Click or tap here to enter text.

1. **Define skills development objectives for the mentee** **[(More Info)](#SkillsObj" \o "Describe the mentee skills that will be the focus of the mentoring. Provide one or two realistic objectives that the mentorship will attempt to achieve during the program duration that relate to these skills.)**

Click or tap here to enter text.

2. **Description of communication plan & meetings** **[(More Info)](#CommunicationPlan" \o "Clearly articulate the expectations for contact and exchange during the mentorship. Avoid ambiguous terms and specify the mutual expectation of exchange in terms of frequency, duration, and method.)**

Click or tap here to enter text.

3. **Expectations of each other** **[(More Info)](#Expectations" \o "List the types of expectations you each have of the other during the mentorship. Keep these brief and at a general level. E.g: Mentor - review progress reports, abstracts, etc. Mentee - prep for presentations/abstracts/posters/manuscript drafts; etc.)**

Click or tap here to enter text.

4. **Timeline of Outcomes/Deliverables** **[(More Info)](#Timeline" \o "List the outputs the mentorship is expected to deliver and indicate the timeline for milestones. Try and be as specific as possible - specify outputs expected at agreed upon intervals of the program duration.)**

Click or tap here to enter text.

**Commitments of mentors and mentees**

I have read the above and I will conduct my participation in this mentorship in accordance with the *Mentoring compact* and principles and description provided therein.

(Signature & Date of mentee) (Signature & Date of mentor)