MENTORING TOOLKIT
The Department of Psychiatry and Behavioral Sciences Mentoring Toolkit includes a Mentoring Partnership Agreement and Mentoring Worksheet.
Mentoring Partnership Agreement

Mentoring is an ongoing, voluntary process whereby an experienced person (mentor) facilitates the growth of a less experienced colleague (mentee), providing guidance and support for the benefit of the individual, mentor, and institution. A mentoring relationship ideally is a trusting and collaborative partnership.

Meeting Structure
- Frequency
- Length
- Modes (e.g., face-to-face, phone, email)
- Place
- Duration (# of year(s), attainment of goals, open-ended)
- Responsibility for scheduling meetings

Ground Rules for Relationship
- Determine expectations for both parties
- Agree upon confidentiality and its limits
- Strive for openness, candor, truthfulness
- Develop and utilizing strategies for addressing and resolving conflicts
- Provide ongoing bidirectional feedback
- Ensure it is a supportive relationship
Mentoring Worksheet

Mentor:

Mentee:

Date of Meeting:

CV Reviewed: □ Yes □ No

Goals: Research

Accomplishments Since Last Met:

Goals for upcoming year (1-3): (example: publish a manuscript, apply for grant)
Priority rating (high, medium, low):
Likelihood to accomplish (highly likely, somewhat likely, stretch but worth the effort):

1. ______________________________________________________________
   a. Priority
   b. Steps/subgoals/timeline
   c. Expected obstacle(s) / strategy to overcome

2. ______________________________________________________________
   a. Priority
   b. Steps/subgoals/timeline
   c. Expected obstacle(s) / strategy to overcome

3. ______________________________________________________________
   a. Priority
   b. Steps/subgoals/timeline
   c. Expected obstacle(s) / strategy to overcome

Mentee Commitment: ____________________________________________
Mentor Commitment: ______________________________________________________

**Goals: Teaching**

Accomplishments since last met:

Goals for upcoming year (1-3): *(example: use feedback from last year’s evals to redesign lecture)*

1. ________________________________________________________________
   a. Priority
   b. Steps/subgoals/timeline
   c. Expected obstacle(s) / strategy to overcome

2. ________________________________________________________________
   a. Priority
   b. Steps/subgoals/timeline
   c. Expected obstacle(s) / strategy to overcome

3. ________________________________________________________________
   a. Priority
   b. Steps/subgoals/timeline
   c. Expected obstacle(s) / strategy to overcome

Mentee Commitment: _____________________________________________________

Mentor Commitment: _____________________________________________________
Goals: Service

Accomplishments since last met:

Goals for upcoming year (1-3): (example: quality improvement project, serve on department committee)

1. ____________________________
   a. Priority
   b. Steps/subgoals/timeline
   c. Expected obstacle(s) / strategy to over come

2. ____________________________
   a. Priority
   b. Steps/subgoals/timeline
   c. Expected obstacle(s) / strategy to over come

3. ____________________________
   a. Priority
   b. Steps/subgoals/timeline
   c. Expected obstacle(s) / strategy to over come

Mentee Commitment: ____________________________________________________

Mentor Commitment: ____________________________________________________
Goals: Professional Development

Accomplishments since last met:

Goals for upcoming year:

1. Setting Priorities and Using Time Productively

2. Interacting with Senior Colleagues

3. Enhancing Visibility within the Community

4. Understanding Emory Institutional Culture

5. Networking Beyond Emory/Building a Reputation

Mentee Commitment: ____________________________________________________

Mentor Commitment: ____________________________________________________

How did you allocate your time in the past year in terms of research, teaching, service, administration, and personal responsibilities? (how you actually spent time, not what you are compensated for)

Research:
Teaching:
Service:
Clinical:
Administrative:
Personal:

How would you like to change the way you spend your time in the coming year?

Advisory Board/Informal Mentors:
Update on Promotion/Tenure Process: