Mentor expectations worksheet

Use this worksheet to develop an understanding of what you expect to gain from your mentoring relationships. By clarifying your own expectations, you will be able to communicate and work more effectively with your students. Add items you deem important.

The reasons I want to be a mentor are to:

___ Encourage and support a graduate student in my field
___ Establish close, professional relationships
___ Challenge myself to achieve new goals and explore alternatives
___ Pass on knowledge
___ Create a network of talented people
___ Other ________________________________

I hope that my mentee and I will:

___ Tour my workplace, classroom, center, or lab
___ Go to formal mentoring events together
___ Meet roughly quarterly, and that s/he will drop by my office as needed
___ Go to educational events such as lectures or other university events together
___ Other ____________________________________________________________________________________

I hope that my mentee and I will discuss:

___ Academic subjects that will most benefit his or her career
___ Career options and professional preparation
___ The realities of the workplace
___ My work
___ Technical and related issues
___ How to network
___ How to manage work and family life
___ Personal dreams and life circumstances
___ Other ____________________________________________________________________________________

The things I feel are off limits in my mentoring relationship include:

___ Disclosing our conversations to others
___ Using non-public places for meetings
___ Sharing intimate aspects of our lives
___ Meeting behind closed doors
___ Other ____________________________________________________________________________________

I will help my mentee with job opportunities by:

___ Finding job or internship possibilities in my department, center, lab, or company
___ Introducing my mentee to people who might be interested in hiring him or her
___ Helping practice for job interviews
___ Suggesting potential work contacts to pursue
___ Teaching about networking
___ Critiquing his or her resume or curriculum vitae
___ Writing letters of recommendation
___ Other ____________________________________________________________________________________

The amount of time I can spend with my mentee will be, on average:

1 2 3 meetings per quarter (circle one)