

Mentee Self-Assessment Worksheet

This self-evaluation is designed to assess your skills, abilities, strengths and weaknesses in order to manage your career development. Complete this and share with your mentor; request feedback and assistance in developing and strengthening your skills in certain areas. It may be helpful to do a follow up assessment in order to evaluate progress.

Please answer each question twice.

Rate your proficiency on a scale of 1 to 5:
1 = Needs improvement
5 = Highly Proficient

Would you commit time to develop this skill?

Mentoring Relationship Skills:

Circle number:

Circle Y / N:

Ability to identify and approach individuals for mentoring	1	2	3	4	5		Y	N
Ability to negotiate and maintain a mentoring relationship	1	2	3	4	5		Y	N
Setting and achieving goals and timelines set	1	2	3	4	5		Y	N
Ability to mentor junior faculty members	1	2	3	4	5		Y	N

Professional/ Scholarship Knowledge & Skills:

Circle number:

Circle Y / N:

Turning your work into academic scholarship	1	2	3	4	5		Y	N
Disseminating your work (identifying outlets for publication or presentation)	1	2	3	4	5		Y	N
Writing an abstract	1	2	3	4	5		Y	N
Preparing and submitting a peer-reviewed manuscript	1	2	3	4	5		Y	N
Preparing and submitting a review article or expert opinion	1	2	3	4	5		Y	N
Responding to reviewers' critiques and revising manuscript	1	2	3	4	5		Y	N
Understanding authorship, publication, and integrity	1	2	3	4	5		Y	N
Finding funding opportunities (locating external or internal grants)	1	2	3	4	5		Y	N
Writing grant proposals	1	2	3	4	5		Y	N
Budget management (allocation, navigating the process)	1	2	3	4	5		Y	N
Creating a poster presentation	1	2	3	4	5		Y	N
Computer technology skills (end note, online surveys, etc...)	1	2	3	4	5		Y	N
Policy development	1	2	3	4	5		Y	N
Quality and safety measure development or assessment	1	2	3	4	5		Y	N
Protocol and guideline development and implementation	1	2	3	4	5		Y	N
Review and critique manuscripts for a journal	1	2	3	4	5		Y	N

Research Knowledge and Skills:

Circle number:

Circle Y / N:

Designing a project, program, study	1	2	3	4	5		Y	N
Designing program evaluations	1	2	3	4	5		Y	N
Performing literature review	1	2	3	4	5		Y	N
Constructing hypothesis and aims	1	2	3	4	5		Y	N
Understanding statistical analysis (& work with statistician)	1	2	3	4	5		Y	N
Understanding study designs	1	2	3	4	5		Y	N
Quantitative research skills	1	2	3	4	5		Y	N

Qualitative research skills	1	2	3	4	5		Y	N
Translational research skills and studies	1	2	3	4	5		Y	N
IRB submission and process	1	2	3	4	5		Y	N
Creatively developing new research directions	1	2	3	4	5		Y	N

Teaching Knowledge and Skills:

Circle number:

Circle Y / N:

Oral Presentations Skills	1	2	3	4	5		Y	N
Creating a lecture presentation	1	2	3	4	5		Y	N
Evidenced Based Medicine Teaching skills	1	2	3	4	5		Y	N
Giving feedback to learners	1	2	3	4	5		Y	N
Curriculum development	1	2	3	4	5		Y	N
Teaching portfolio preparation skills	1	2	3	4	5		Y	N
Obtaining peer review of your teaching	1	2	3	4	5		Y	N
One-on-one Teaching	1	2	3	4	5		Y	N
Small group Teaching	1	2	3	4	5		Y	N
Large Group Presentation/ Lecture skills	1	2	3	4	5		Y	N

Career Development Knowledge and Skills:

Circle number:

Circle Y / N:

Understanding of promotion criteria (and tenure if applicable)	1	2	3	4	5		Y	N
Clear direction in achieving promotion requirements	1	2	3	4	5		Y	N
Understanding how to capture and document your work	1	2	3	4	5		Y	N
CV preparation skills	1	2	3	4	5		Y	N
Dossier preparation skills	1	2	3	4	5		Y	N
Navigating the organizational/institutional culture	1	2	3	4	5		Y	N
Joining professional societies	1	2	3	4	5		Y	N
Enhancing professional visibility (locally and nationally)	1	2	3	4	5		Y	N
Balancing personal and professional life (work life balance) skills	1	2	3	4	5		Y	N
Other:	1	2	3	4	5		Y	N

Leadership/ Management/ Interpersonal Skills:

Circle number:

Circle Y / N:

Leading and motivating others (in teams, meetings, committees)	1	2	3	4	5		Y	N
Chairing a committee, task force, or small group	1	2	3	4	5		Y	N
Creating and managing a budget	1	2	3	4	5		Y	N
Managing projects and programs	1	2	3	4	5		Y	N
Time management skills (e.g., workload, planning, pace of career)	1	2	3	4	5		Y	N
Organizational skills	1	2	3	4	5		Y	N
Communicating clearly in writing	1	2	3	4	5		Y	N
Communicating clearly in conversation	1	2	3	4	5		Y	N
Networking skills (and creating professional networks)	1	2	3	4	5		Y	N
Conflict resolution skills	1	2	3	4	5		Y	N
Receiving and using feedback from others	1	2	3	4	5		Y	N
Providing feedback to others	1	2	3	4	5		Y	N
Negotiating skills (to achieve your career goals and needs)	1	2	3	4	5		Y	N