

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 in conjunction with your IDP (Individual Development Plan.) Share this with your mentor and 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