

Mentee Self-Assessment

This self-evaluation is designed to assess your skills, abilities, strengths and areas of improvement in order to manage your career development. Identify the aspects you would like to work on. Share this with your mentor to gain assistance in developing your skills. Complete periodically to evaluate progress.

Mentoring Skills:		<i>1= Needs improvement 5= Highly proficient</i>					
	Ability to identify and approach individuals for mentoring	1	2	3	4	5	N/A
	Setting and achieving goals and timelines set	1	2	3	4	5	N/A
	Ability to negotiate and maintain mentoring relationship	1	2	3	4	5	N/A
	Ability to mentor others	1	2	3	4	5	N/A
General Research/ Scholarship Skills:							
	Turning your academic work into scholarship	1	2	3	4	5	N/A
	Designing and evaluating a project, program, or study	1	2	3	4	5	N/A
	Understanding statistical analysis (& work with statistician)	1	2	3	4	5	N/A
	Manuscript writing skills	1	2	3	4	5	N/A
	Writing an abstract	1	2	3	4	5	N/A
	Finding funding opportunities (locating external or internal grants)	1	2	3	4	5	N/A
	Understanding authorship, publication, integrity	1	2	3	4	5	N/A
	Grant writing skills	1	2	3	4	5	N/A
	Creating a poster or research presentation	1	2	3	4	5	N/A
	Computer technology skills (end note, online surveys, etc...)	1	2	3	4	5	N/A
	Writing grant proposals	1	2	3	4	5	N/A
	Performing literature review	1	2	3	4	5	N/A
	Constructing hypothesis and aims	1	2	3	4	5	N/A
	IRB submission and process	1	2	3	4	5	N/A
	Creatively developing new research directions	1	2	3	4	5	N/A
Presentation/Teaching Skills:							
	Oral presentation skills (creating and delivering a session)	1	2	3	4	5	N/A
	Using technology in teaching	1	2	3	4	5	N/A
	Giving feedback to learners	1	2	3	4	5	N/A
	Creating a lecture presentation	1	2	3	4	5	N/A
	One-on-one Teaching	1	2	3	4	5	N/A
	Large Group Presentation/ Lecture skills	1	2	3	4	5	N/A
Professional / Career Development Skills:							
	Understand what is needed for graduate school	1	2	3	4	5	N/A
	Navigating the organizational culture	1	2	3	4	5	N/A
	Networking skills (creating professional networks)	1	2	3	4	5	N/A
	Getting involved in professional societies	1	2	3	4	5	N/A
	CV preparation skills	1	2	3	4	5	N/A
	Searching for a job after you graduate	1	2	3	4	5	N/A
	Negotiating skills (contracts)	1	2	3	4	5	N/A
	Balancing personal and professional life (work life balance)	1	2	3	4	5	N/A

Leadership and Management Skills:							
	Leading and motivating others	1	2	3	4	5	N/A
	Chairing a committee, running a meeting	1	2	3	4	5	N/A
	Budgeting	1	2	3	4	5	N/A
	Organizational skills	1	2	3	4	5	N/A
	Time management skills	1	2	3	4	5	N/A
Interpersonal Skills:							
	Getting along with others (conflict resolution skills)	1	2	3	4	5	N/A
	Communicating clearly in conversation and writing	1	2	3	4	5	N/A
	Giving and receiving feedback	1	2	3	4	5	N/A
	Time management skills (e.g., workload, planning, pace of career)	1	2	3	4	5	N/A
	Conflict resolution skills	1	2	3	4	5	N/A
	Receiving and using feedback from others	1	2	3	4	5	N/A
	Organizational skills	1	2	3	4	5	N/A
	Managing projects and programs	1	2	3	4	5	N/A
	Networking skills (and creating professional networks)	1	2	3	4	5	N/A
Other items not listed:							
		1	2	3	4	5	N/A
		1	2	3	4	5	N/A
		1	2	3	4	5	N/A

Adapted and modified from UCSF Mentoring Website and IUSM Mentoring Portal