TUFH Mentoring Program
CHECKLIST FOR TUFH MENTEES

Mentee__________________________________ Mentor__________________________________

Start Date_____________________________ End Date_____________________________

1. Complete your profile in the TUFH Online Community □
2. Complete the TUFH Mentee Questionnaire (that will be sent to you) □
3. Review the TUFH Mentoring Program Mentee Guide □
4. Use the guidelines described in the Mentee Guide during meetings □
5. Set up the First Mentoring Meeting with your Mentor □
6. Complete the 4 goals described on the website and complete the
   Mentoring Agreement during the First Mentoring Meeting □
7. Ensure regular communication and build strong personal relationship
   with your mentor □
8. Have a preliminary self-analysis, determine the interests and outline
   the career plans to present to your mentor □
9. Establish, with your mentor, your explicit goals and objectives for the mentorship □
10. Identify pressing issues in the areas of interest, where brainstorming is
    required and facilitate discussion with mentors □
11. Actively work with your mentor on the monthly schedules for topic discussion □
12. Commit to meeting the mentor at least 3 times during the spring term □
13. If you can attend, prepare an abstract for the annual TUFH conference
    with the help of your mentor □
14. Collaborate and brainstorm on challenging issues and impactful projects in
    the area of interest □
15. Enlist your mentor to review your scientific papers

16. If interested, submit articles in the SNO Education for Health journal, and join as student reviewer in journal team with the help of your mentor

17. Tell your mentor how you prefer to get feedback and be proactive in requesting feedback

18. Review agreements reached in the Mentoring Agreement at regular intervals of the mentorship

19. Keep an accurate record of your development and progress

20. Be involved in a TUFH Taskforce with your Mentor

21. Work together with your mentor and prepare monthly schedules for discussion on relevant topics for effective mentoring and strengthening the relationship

22. Complete the TUFH Mentoring Program Meeting Agenda and TUFH Mentoring Program Progress Check during meetings and regularly re-assess

23. Prepare the end of the mentorship, as described on the website

24. Finalize the mentorship

25. Complete the mentee feedback form whenever requested by TUFH