How to be a Great Mentee

“The Search” – Finding a mentor who is the right fit for your professional development

Step 1: Reflect and Write

1. Understand your core values and mission
   Write a mission statement
2. Know your work style and habits
3. Identify knowledge and skill gaps
4. Be specific in desired opportunities and goals
   Complete an Individualized Development plan (IDP)

Develop your Vision and Mission Statement

My mission is to:

- Identify your core values
- Name the population you serve
- Set your vision
- Plan how you will achieve your vision (Mission)

Actualize your Vision and Mission Statement

- Identify activities that align with your mission
- Review, revise, and refine your mission statement
- Enlist others to help you accomplish your mission


Step 2: Spend time in the Search

Look for a mentor who:
- Is available and accessible
- Helps mentee develop own agenda
- Provides opportunities
- Encourages mentee to take risks
- Has mentoring experience

Next steps in my mentorship search:
1. 
2. 

Step 3: Create a mentoring team

Look for mentors with complementary strengths who can make different contributions to your development

Step 4: Build the relationship – Manage up!

1. Manage up
   - Set goals and expectations
   - Plan a meeting schedule and agenda
   - Summarize and follow through on tasks
2. Ask for (and accept) feedback
3. Ask questions
4. Actively listen

To become a GREAT mentee, I need to:
1. 
2. 

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