



SCHOOL OF MEDICINE

ROLES AND RESPONSIBILITIES IN THE MENTOR – MENTEE RELATIONSHIP

During the first meeting it is important to establish that the mentee is in the 'driver's seat' of the mentor – mentee relationship. Email each new mentee the following article on mentorship PRIOR TO the first meeting to review, [Zerzan JT, Hess R, Schur E, Phillips RS, Rigotti N. Making the most of mentors: a guide for mentees. Acad Med 2009;84:140-4.](#) During the meeting, ask them for their impression of the article so that the roles and responsibilities of the mentor and mentee are established at the earliest possible moment.

Mentor responsibilities include:

- Facilitating your mentee's discovery of what specialty is right for them.
- Facilitating the creation of the 4th year schedule.
- Providing resources available to medical students interested in your specialty.
- Assessing your mentee's competitiveness for their chosen specialty.
- Providing recommendations on away rotations (if required or recommended).
- Reviewing and edit mentee's CV and personal statement.
- Providing recommendations where to interview given mentee's preferences and competitiveness.
- Providing recommendations on mentee's rank list.

Mentee responsibilities include:

- Contacting you, as their mentor, for questions and additional meetings.
- Completing the ERAS application. They should create a CV early and give you a copy for review.
- Writing a personal statement.
- Applying to away rotations (if recommended).
- Creating a spreadsheet of Program attributes (training setting, patient volume/diversity, quality of faculty teaching/involvement, didactic quality, quality of research, special opportunities, etc.) that is completed after each interview. After a long interview season, this will allow them to compare and contrast programs and greatly aid the development of their rank list.
- Creation and submission of rank list.