**Mentor/Mentee Plan**

The mentor/mentee plan is designed to be individualized by each mentee and their primary mentor, and revisited/revised periodically. As such, this is a living document that will evolve as the mentee progresses in their career development.

The goal of the plan is for the mentee to develop the necessary skills for a successful career.

**Identifying Information**

**Mentee:**

**Primary Mentor:**

**Mentee** **Career Goals (provide description in career development section)**

**I. Overall Career Goal:**

**II. 10-Year Career Goal:**

**III. 5-Year Career Goal:**

**Career Development**

**I. Brief description of mentee’s planned career goals and targets:**

**II. Identification of specific clinical skills that will be needed for the mentee’s specific areas of interest:**

**III. Structured plan on how these skills are to be acquired:**

(Provide a detailed plan that includes benchmarks, a timeline, and specific actions needed to achieve the mentee’s goals.)

**Mentorship Planning**

**I. Professionalism**

(Briefly describe plans for how the mentor will provide instruction in professional behaviors to the mentee on a regular basis.)

**II. Resources That Will Be Provided to Support Mentee**

(Briefly describe resources that will be provided by the primary mentor to support mentee’s attainment of the goals outlined in previous sections.)

**Plans for Ongoing Mentoring Meetings**

(Briefly describe the frequency of meetings planned between the mentor-mentee)

1. Mentor-mentee meeting frequency:
2. Plan for scheduling these meetings:

**Review of Curriculum Vitae or Resume**

Attach formal CV or resume for mentor to review

**Meeting Summaries** – **provide a brief summary of each meeting.**