

Office of Women in Medicine and Science (OWIMS) Women Junior Faculty Mentoring Program
MENTEE NEEDS ASSESSMENT FORM

This form can be found on our website if you would prefer to enter information electronically and email the completed form to us: www.wakehealth.edu/School/OWIMS/How-to-Participate.htm

Date:
Name & Degree:
Email:

Phone:
Department:
Do you have children? Yes No

Please use this key to describe your level of need for mentoring in the following areas:

1. I have a definite need for mentoring in this area (In the "Comments" column, use an asterisk (*) to indicate the skills that are most important at this time).
2. I feel somewhat knowledgeable but would like additional mentoring.
3. I do not need mentoring in this area at this time.

	1	2	3	Comments
Career Development *****	*****	*****	*****	*****
Developing a Promotion/Tenure Package: Education portfolio, clinical portfolio, CV				
Understanding Diverse Institutional Needs and Agendas				
Service (Institutional, Community, National)				
General Career Planning Guidance (selecting the right track, etc)				
Establishing a National Reputation				
Presenting Yourself (Interviews, Meetings, Presentations)				
Medical Student/Resident/Graduate Student Education (Curriculum development & evaluation, teaching strategies, facilitating small groups)				
Communication Skills *****	*****	*****	*****	*****
Negotiating				
Having Difficult Conversations (Collaborations, peer/staff evaluations, giving/receiving constructive feedback)				
Facilitating Small Groups (teams)				
Delegation				
Management Skills *****	*****	*****	*****	*****
Techniques for Conducting Interviews				
Supervising Others				
Administration (Course or Clerkship Director, Program Director)				
Research *****	*****	*****	*****	*****
Research Design (grant preparation), manuscripts, etc.				
Locating institutional research resources				
Time Management *****	*****	*****	*****	*****
When and How to Say "No"				
Balancing Personal & Professional Life				
Integration of Clinical and Research Duties				
Setting priorities & organizational skills				
Other Skills Needed				

Please fill in:

- | | | | | |
|--|----------|----------|----------|----------------|
| 1. Percent effort distribution now: | Research | Clinical | Teaching | Administration |
| 2. Level of desired percent effort distribution: | Research | Clinical | Teaching | Administration |

Please indicate your preference:

- | | | | |
|--------------------------------|--------|------|--------|
| 1. I prefer that my Mentor be: | Female | Male | Either |
| 2. I prefer that my Mentor be: | Ph.D. | M.D. | Either |

Please state your areas of research/clinical/education interest or expertise:

Please return completed form to Natalie Barrett at nbarrett@wakehealth.edu