

## PEP MENTEE SELF-ASSESSMENT WORKSHEET

This self-evaluation is designed to assess your skills, abilities, strengths and weaknesses in order to manage your career development. Complete this and share with your mentor; request feedback and assistance in developing and strengthening your skills in certain areas. It may be helpful to do a follow-up assessment in order to evaluate progress.

**Rate your proficiency on a scale of 1 to 5:**

1 = Needs improvement  
5 = Highly proficient

**Would you commit time to develop this skill:**

Yes or No

### Mentoring Relationship Skills

Circle number

Circle Y / N

Ability to identify and approach individuals for mentoring	1	2	3	4	5	N/A	Y	N
Ability to negotiate and maintain a mentoring relationship	1	2	3	4	5	N/A	Y	N
Setting and achieving goals and timelines	1	2	3	4	5	N/A	Y	N
Ability to mentor junior colleagues	1	2	3	4	5	N/A	Y	N

### Professional/Scholarship Knowledge and Skills

Circle number

Circle Y / N

Turning your work into reports, presentation, academic scholarships	1	2	3	4	5	N/A	Y	N
Writing an abstract	1	2	3	4	5	N/A	Y	N
Creating a poster presentation	1	2	3	4	5	N/A	Y	N
Preparing, submitting, and revising a peer-reviewed manuscript	1	2	3	4	5	N/A	Y	N
Review and critique manuscripts for a journal	1	2	3	4	5	N/A	Y	N
Preparing and submitting a review article or expert opinion	1	2	3	4	5	N/A	Y	N
Preparing, submitting and responding to critique and feedback	1	2	3	4	5	N/A	Y	N
Understanding authorship, publication and integrity	1	2	3	4	5	N/A	Y	N
Finding funding opportunities (locating external or internal grants)	1	2	3	4	5	N/A	Y	N
Writing grant proposals	1	2	3	4	5	N/A	Y	N
Budget management (allocation, navigating the process)	1	2	3	4	5	N/A	Y	N
Computer technology skills (end note, online surveys, excel, powerpoint, etc.)	1	2	3	4	5	N/A	Y	N
Policy development	1	2	3	4	5	N/A	Y	N
Quality and safety measure development or assessment	1	2	3	4	5	N/A	Y	N
Protocol and guideline development and implementation	1	2	3	4	5	N/A	Y	N

### Research Knowledge and Skills

Circle number

Circle Y / N

Designing a project, program or study	1	2	3	4	5	N/A	Y	N
Designing program evaluations	1	2	3	4	5	N/A	Y	N
Performing literature review	1	2	3	4	5	N/A	Y	N
Constructing hypothesis and aims	1	2	3	4	5	N/A	Y	N
Understanding statistical analysis (and work with a statistician)	1	2	3	4	5	N/A	Y	N
Understanding study designs	1	2	3	4	5	N/A	Y	N
Quantitative research skills	1	2	3	4	5	N/A	Y	N
Qualitative research skills	1	2	3	4	5	N/A	Y	N
Translational research skills and studies	1	2	3	4	5	N/A	Y	N

IRB submission and process	1	2	3	4	5	N/A	Y	N
Creatively developing new research directions	1	2	3	4	5	N/A	Y	N

### Teaching Knowledge and Skills

Circle number

Circle Y / N

Oral presentation skills	1	2	3	4	5	N/A	Y	N
Creating a lecture presentation	1	2	3	4	5	N/A	Y	N
Evidenced-based medicine teaching skills	1	2	3	4	5	N/A	Y	N
Giving feedback to learners	1	2	3	4	5	N/A	Y	N
Curriculum development	1	2	3	4	5	N/A	Y	N
Teaching portfolio preparation skills	1	2	3	4	5	N/A	Y	N
Obtaining peer review of your teaching	1	2	3	4	5	N/A	Y	N
One-on-one teaching	1	2	3	4	5	N/A	Y	N
Small group teaching	1	2	3	4	5	N/A	Y	N
Large group presentation/lecture skills	1	2	3	4	5	N/A	Y	N

### Career Development Knowledge and Skills

Circle number

Circle Y / N

Understanding of progression and promotion options (and tenure if applicable)	1	2	3	4	5	N/A	Y	N
Understanding how to capture and document your work	1	2	3	4	5	N/A	Y	N
CV or resume preparation skills	1	2	3	4	5	N/A	Y	N
Faculty dossier preparation skills	1	2	3	4	5	N/A	Y	N
Navigating the organizational/institutional culture	1	2	3	4	5	N/A	Y	N
Joining professional societies, organizations or university committees	1	2	3	4	5	N/A	Y	N
Enhancing professional visibility (locally and nationally)	1	2	3	4	5	N/A	Y	N
Balancing personal and professional life (work/life balance) skills	1	2	3	4	5	N/A	Y	N
Other:	1	2	3	4	5	N/A	Y	N

### Leadership/Management/Interpersonal/Performance Skills

Circle number

Circle Y / N

Leading and motivating others (in teams, meetings, committees)	1	2	3	4	5	N/A	Y	N
Chairing a committee, task force or small group	1	2	3	4	5	N/A	Y	N
Creating and managing a budget	1	2	3	4	5	N/A	Y	N
Managing projects and programs	1	2	3	4	5	N/A	Y	N
Time management skills (e.g. workload, planning, pace of career)	1	2	3	4	5	N/A	Y	N
Organizational skills	1	2	3	4	5	N/A	Y	N
Communicating clearly in writing	1	2	3	4	5	N/A	Y	N
Communicating clearly in conversation	1	2	3	4	5	N/A	Y	N
Active listening skills	1	2	3	4	5	N/A	Y	N
Networking skills (and creating professional networks)	1	2	3	4	5	N/A	Y	N
Conflict resolution skills	1	2	3	4	5	N/A	Y	N
Receiving and using feedback from others	1	2	3	4	5	N/A	Y	N
Providing feedback to others	1	2	3	4	5	N/A	Y	N
Negotiating skills (to achieve your career goals and needs)	1	2	3	4	5	N/A	Y	N