

**IU Department of Family Medicine
Primary Mentor's Annual Report**

Name: _____ **Mentee:** _____ **Date:** _____

1. Please describe how engaged and proactive your mentee has been in managing the relationship; i.e., taking responsibility for meetings, coming prepared, following up on suggestions.

2. Please specifically describe in what way(s) your mentee has made progress on his/her goals during the last year.

3. In what way(s) do you think you have been helpful to him/her? Please describe your efforts to assist your mentee (i.e, providing regular feedback, reviewing drafts of materials, involving him/her in professional activities, nominating/sponsoring for opportunities, connecting them with others, etc).

4. In what areas would you like to see continued professional development in your mentee in the coming year? How do you plan to assist him/her?

5. Overall, how satisfied are you with the mentoring relationship? Why? How could this mentoring relationship be improved?

6. Additional Comments