

REQUESTING A MENTOR MEETING

OBJECTIVE

Discuss your competency development

1. Review [Technical Competencies](#) for reasonableness.
2. Guide and develop the [Enabling Competencies](#):
 - Professional and Ethical Behaviour
 - Problem Solving and Decision Making
 - Communication (oral and written)
 - Self-Management
 - Teamwork and Leadership

Mentors and students are required to meet at least twice a year for a Mentor Meeting and at the end of every work term/change of job. In addition to two formal reviews, informal meetings are optional.

All formal mentor meetings should take place after you have completed an experience report (as per your Next Experience Report Date, which should be every 6 months).

If you do not have the minimum of two Mentor Reviews reported in PERT for every 12 months of current experience, you will be required to complete an additional 30 days of duration for every missed Mentor Meeting.

PREPARATION

Create/update and complete your Practical Experience Report(s)

1. Create/update your Experience Reports with your Technical and Enabling Competency development since your last report.
2. Prepare questions for your mentor.

In order to request a mentor meeting in PERT, your report must be in a completed status.

During the Mentor Meeting, your mentor will help you reflect on your Enabling Competency experience and may discuss whether your self-assessment is reasonable; so prepare questions to ask them during the meeting.

REQUEST

Request the Mentor Meeting in PERT

1. It is the student's responsibility to request the Mentor Meeting through PERT before you meet. Log in to **PERT**.
2. Click on the "Mentor Meetings" tab.
3. Click on "Request Meeting."

Arrange a time that works for both you and your mentor. Aim to have your Mentor Meeting within two weeks of your requested meeting date.

In preparation for your Mentor Meeting, your mentor may take a look at your Experience Report(s). They have the ability to view all of your reporting history in PERT and uphold your confidentiality, if necessary.

During the Mentor Meeting, your mentor will discuss whether the self-assessment of your development is reasonable and help you reflect on your Enabling Competency experiences.

Your mentor does not approve your Experience Reports; therefore, you have the option to take their advice or not.

After the meeting, your mentor is responsible for completing the Mentor Meeting in PERT and providing a summary. This should be done within one week of having the Mentor Meeting; so, follow up with them, if they have not done this.