

Working with My Supervisor

*TO BE COMPLETED BY THE MENTEE.*

*This activity will help you learn more about the best way to work with your supervisor. Answer the following questions to the best of your knowledge in advance of the fifth session with your mentor.*

As I currently understand it, my supervisor prefers to work and communicate with me in the following ways for the following purposes/ situations:

|  |  |
| --- | --- |
| **My supervisor prefers...** | **Specific Purpose or Situations** |
| I consult him/her when: |   |
| I consult others when: |   |
| I complete the work independently when: |   |

|  |  |  |
| --- | --- | --- |
| **Type of Interaction** | **My supervisor prefers this why, when, where, and how often:** | **Implications for my work:** |
| Meet face-to-face one-on-one |   |   |
| Meet face-to-face as a group |   |   |
| Communicate by telephone |   |   |
| Communicate by email |   |   |
| Communicate by written memo or report |   |   |

|  |
| --- |
| **Questions or requests for assistance for my mentor related to "Working & Communicating with my Supervisor" are:** |