

REQUESTING A MENTOR REVIEW

1 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 Review and at the end of every work term/change of job. In addition to two formal reviews, informal meetings are optional.

All formal Mentor Reviews should be completed on or before the Next Mentor Review date specified in PERT.

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 Review.

2 PREPARATION

Create/update and submit 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 Review, your Experience Report must be in "Verified" status, so click "Submit."

If you are in PPR, your Experience Report will automatically update to Verified. If you are in EVR, a request will be sent to your supervisor asking them to verify. They will be sent a link.

During the Mentor Review, 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 review.

3 REQUEST

Request the Mentor Review in PERT

1. It is the student's responsibility to request the Mentor Review through PERT before you meet. Log in to [PERT](#).
2. Click on the "Mentor Reviews" tab.
3. Click on "Request Review."
4. Click on "Create."

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

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