

Postdoc/Faculty Mentor Career Progress and Mentorship Initial Meeting Template

The following template provides some guiding questions that can facilitate an initial discussion of goals and objectives and assess the immediate training needs for a postdoctoral scholar.

Postdoc: complete Parts I to IV and attach your updated CV. Provide both documents to your PI at least 3 days in advance of scheduling your meeting.

Faculty Mentor and Postdoc: discuss Parts I to IV and develop action steps towards progress. List agreed-upon action steps in Part V.

If additional response space is needed, please use a separate sheet of paper and submit with this form.

Part I. Self-Appraisal

1. Describe your most proud **accomplishments** (papers, presentations) that you feel contribute to a successful start of your postdoc appointment. What skills do you think you are bringing to the lab/research group?

2. What new areas of learning and growth would you like to develop in the next few months? (e.g., learning a new technique, grant-writing, developing new 'soft' skills such as presentation skills)

Part II. Overarching Career Goals.

1. Describe your long-term **goals as you see them today**. You may include at least one scientific research and one career goal that can be a leadership or non-academic goal like as becoming a department chair, an influential figure in national science policy, or a founder of a company.

- a. Goal 1 (**scientific/research**):

- b. Goal 2 (**career/professional**):

2. What are the primary **factors driving those goals** (e.g., personal style or preferences such as interests in research, teaching, business, government, writing; geographic priorities; family commitments; financial objectives; international trainee with an assured position in home country; immigrating to the US, etc.):

Part III. Objectives. For each goal above, specify 2 to 5 **shorter-term objectives** that are important to achieving that goal. These objectives may include mastery and application of technique that is applied to the condition of interest. For example, one objective could be "To apply protein arrays to study human SLE." Other objectives could include: to participate in a University committee, or apply for a policy internship, or take specific courses/professional development opportunities by a certain date.

1. **Research/Scientific Objectives Related to Goal 1** (may include one of the following: course, meeting or workshop attendance (specify course); fellowship or grant application; anticipated publication (list tentative title); may include objectives in the coming year or other longer-term objectives (over a 2-year period)

a.

b.

c.

2. **Professional (non-Scientific) Objectives Related to Goal 2 :**

a.

b.

c.

Part IV. Opportunities at Stanford and beyond that can assist in professional/non-scientific objectives in which you would like to participate, such as meetings, courses or workshop attendance (identify meeting/workshop and date)

To be developed jointly by the postdoc and the faculty mentor(s)

Part V. Agreed Upon Action Plan for Next Year

In carrying out activities that may assist you in meeting your Research/Scientific objectives listed above, what actions might you and/or your mentor(s) take in order to be successful? Make the objectives specific, measurable, behavior focused, and within a specific time frame (e.g., I will attend my professional society's preconference workshop on grant writing this year).