WRITTEN GOALS

POSTDOCTORAL TRAINING GOALS/EXPECTATIONS

(Newly appointed Postdoctoral Fellows)

(This form is designed for the mentor and postdoc to revise and edit for their use.)

Section 1: To be completed by the postdoc and given to the Mentor before the initial meeting between postdoc and mentor.

Name of Postdoc: ____________________________
Mentor(s): _________________________________
Given to Mentor (date): _____________________
Degree: ____________________ Appointment Date: ____________________
Full-time or part-time appointment: ______________________
Have you completed the Responsible Conduct of Research course?
1. _______ completed on ___________(date) 2. _______ will complete by ___________(date).

(a) Please report below the work you hope to complete before the first formal progress appraisal meeting with your mentor (3 months, 6 months or one year).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(b) How frequently do you hope to meet with your mentor between these formal progress appraisals?

________________________________________________________________________

(c) Please give details of continuing education you plan to undertake before the first formal progress appraisal meeting:

________________________________________________________________________
________________________________________________________________________

Section 2: To be completed by the MENTOR at the CONCLUSION of the initial meeting between mentor and postdoc:

(a) Projects the Mentor expects the postdoc to complete before the first formal progress appraisal meeting (3 months, 6 months, 1 year):

________________________________________________________________________
________________________________________________________________________
WRITTEN GOALS

(b) List of other actions agreed to at the initial meeting, with an indication of who is to take them as well as a proposed timeline:

(c) Frequency of meetings and who will initiate:

(d) Date of formal performance appraisal:

(e) What consideration was given to the postdoc career plans?

Signatures of both parties that the above is an agreed record of the formal performance appraisal meeting:

Mentor: ___________________________ Date: ___________________________

Postdoc: ___________________________ Date: ___________________________

COMMENTS: ___________________________

______________________________

______________________________