

# 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 or waived the Responsible Conduct of Research course?

1. \_\_\_\_\_ waived 2. \_\_\_\_\_ completed on \_\_\_\_\_ (date) 3. \_\_\_\_\_ 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).

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

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

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**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): \_\_\_\_\_

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(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: \_\_\_\_\_

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(c) Frequency of meetings and who will initiate: \_\_\_\_\_

(d) Date of formal performance appraisal: \_\_\_\_\_

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

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

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Postdoc: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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