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): _____________________________

___________________________________________

___________________________________________
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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: ________________________________

______________________________

______________________________

(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: ___________________________

______________________________

______________________________

______________________________