

Name:

Updated November 2018

PI:

Completed year(s) of training in the lab:

### **MSK Postdoc Annual Meeting Mentoring Form**

The purpose of the annual mentoring meeting (required for renewal of appointment) is to review progress on the trainee's research project and to discuss the trainee's career goals. A menu of questions to help guide this meeting is listed below. Prior to the meeting, the postdoc should prioritize the topics that he/she would like to discuss.

The postdoc is welcome to provide the mentor with written comments to chosen questions in advance of the meeting, and to checkmark in this form the questions that were covered in the meeting.

Examples of relevant questions:

1. What research milestones did you achieve this year? Please also list ongoing projects with estimated percentage of project completion and plans for publication(s).
2. What research and project goals do you hope to achieve in the next year?
3. Do you have plans for applying for postdoctoral fellowships/career transition grants/ other awards in the next year? If yes, provide names and deadlines.
4. List any conferences you attended this year, along with relevant contacts made while attending. Are there any conferences in the next year that you wish to attend?
5. Have you built professional relationships with scientists outside of your lab who can help advance your research and career goals? List scientists you would like to connect with in the next year.
6. What are your future career goals?
7. What skill sets and training, if any, must you acquire to achieve your career and research goals?
8. When do you hope to complete your postdoctoral training? If within one year of the IDP meeting, discuss an exit strategy.
9. What aspects of mentoring that you received did you find most beneficial? Discuss how your mentor can provide advice to you in the most productive way.
10. Ask your mentor to provide feedback on your progress during the previous year. What specific areas require improvements?