

Suggested Guidelines  
**PI/Postdoc Career Progress Mentorship Meeting**

*(To be completed by the postdoctoral scholar)*

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*Postdoctoral scholars and their PIs are encouraged to hold an annual meeting to discuss career progress. Although it is recognized that postdoctoral scholars ultimately are the ones responsible for their career trajectory and success, PIs are encouraged to offer them periodic mentoring and career development sessions. To this end, postdoctoral scholars are encouraged to respond to invitations to meet with their PIs to discuss career progress, and to request career progress and mentoring discussions if such sessions are not otherwise scheduled for them. In short, arranging such an annual meeting is a joint responsibility of the postdoctoral scholar and the PI.*

Name: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Department: \_\_\_\_\_

PI \_\_\_\_\_

\_\_\_\_\_ years \_\_\_\_\_ months since initial Stanford appointment

*Postdoctoral scholars are asked to complete parts 1-3 and to update their Curriculum Vitae prior to meeting with the PI. This form is intended to facilitate a discussion between your PI and you regarding your career development to provide an opportunity for mentorship. This discussion is not intended to provide a substantive evaluation of your performance.*

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**Part 1. Research progress: Overview of the last year**

- Overview of accomplishments in the past year (e.g., publications, patents, honors or awards, teaching experiences, presentations at professional meetings, grants or fellowships):

- Brief overview of research progress (and/or clinical activities) in the past year:

- Describe/list any unusual or unanticipated challenges experienced in research efforts or goals:

- Identify assistance, resources, or mentoring that might help to better tackle the challenges mentioned above:

- Describe/list teaching and mentoring of students:

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## **Part 2. Research growth and development: Plans for next year**

- Goals for research project(s) in the coming year:
  
  - Anticipated publication(s) (tentative titles and time lines):
  
  - Anticipated meeting or workshop attendance (identify meeting/workshop and date):
  
  - Anticipated Fellowship or Grant application submissions (indicate name of award, due date):
  
  - Identify any additional professional training desired (e.g. course work, teaching):
  
  - Identify actions that your mentor might take to help you accomplish your immediate research and training goals:
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### **Part 3. Career development**

- Current career goal(s):

- 1)

- 2)

- Primary factors driving career goals, plans, and decisions (e.g., interests in research, teaching, business, government, writing; geographic priorities; family commitments; financial objectives; international trainee with an assured position in home country, etc.):

- Describe/list additional training or skills that would enhance your ability in achieve these goals:

- Projected time line for completing postdoctoral projects:

- Projected time line for a job search:

- Describe/list actions that your advisor could take to assist you in achieving your career goals:

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*Postdoc: Please update your CV to include current changes and attach to this form.*

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