Annual Progress Evaluation and Mentoring Session

Name: ___________________________  Date of Meeting: ____________

Arrival date in the lab: _______  Year of Study: ______

Prepared by: ____________

Please read and answer the following questions in a few sentences before coming to our annual meeting. Please be honest and forthright as this information will be treated as confidential. I will also fill out the relevant sections on the same form and we will discuss our answers together, review the progress made in the last year and develop an action plan for the future.

A. Mentoring

Would more regular formal feedback (i.e. monthly or weekly ~ 1hr meetings) be helpful for you? If so, how frequently should we meet?

Name two things that I, as your mentor, could do better that would help you.

Name two things that you as a trainee could do better.

B. The Lab Environment

What is the larger focus of the lab? Where does your project fit in? Describe your view of the lab’s future direction.

Do you have concerns about the lab? Do you have any suggestions for how the lab could run better or more smoothly?
C. Your Project

What is the long-term goal of your project? How does it fit into the overall plan of the lab?

Describe experimental and professional accomplishments from past year.

What are your experimental goals for the next twelve months? How will you accomplish these goals? Are there new techniques would you need to learn to accomplished these goals?

What do you need to achieve these goals?

D: Long Term Career Goals.

When do you hope to graduate? If you are close to graduation, what do you need to accomplish to graduate?

Have your used the website myIDP(https://myidp.sciencecareers.org/) or other similar site? Have you found that helpful? Is there anything that you have learned from that exercise that you wish to discuss?

What are your long-term career goals?

In addition to carrying out your project, what are your professional goals for the next twelve months? For example, are you planning on attending a scientific meeting or taking a professional development course? (See opportunities at https://pdco.med.jhmi.edu/)