



Postdoc Meeting Checklist

All of the following checklist items should be covered by UW CSE Department PIs and Postdocs within the first two weeks of a postdoc's appointment and, at minimum, reviewed quarterly thereafter.

1. Create document defining the goals of the appointment jointly written by postdoc and mentor and regularly review
2. Discuss and review current and future required skillset including:
 - a. Scientific knowledge
 - b. Research skills
 - c. Communication
 - d. Professionalism
 - e. Management and leadership skills
 - f. Responsible conduct of research
 - g. Career planning skills
 - h. Other professional strengths and weaknesses
3. Discuss and review postdoc's current and future accomplishments including:
 - a. Research publications
 - b. Grant proposal applications
 - c. Awarded grants
 - d. Conference and workshop visits and talks delivered
 - e. Number of students mentored
 - f. Research projects supervised or co-supervised
4. Provide career mentoring and assist postdoc with career development
 - a. Discuss and document postdoc's long term goals
 - b. Discuss and document postdoc's short term goals
 - c. Identify networking possibilities
 - d. Identify additional resources for general aid with job applications, interviewing and career guidance