The Postdoctoral Scholar's Mentoring Checklist was designed to assist the postdoctoral scholar and his/her mentor in developing the best postdoctoral experience possible by providing a framework for periodic discussions. The checklist items are based on the experiences of many postdoctoral scholars from around the world, and, while it is certainly not a complete list, it offers a range of issues to consider at various stages in the postdoctoral appointment.

The Postdoctoral Scholar's Mentoring Checklist

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The Postdoctoral Scholar's Mentoring Checklist

Career
- ☐ Goals for postdoctoral fellowships and beyond
- ☐ Projected timeline of fellowship

Expectations
- ☐ Mentor/ Mentee relationship
  - ☐ Periodic evaluations and constructive feedback from mentor
  - ☐ Discussion of career plans and job search strategies
  - ☐ Mentor's role in postdoc's job search
- ☐ Authorship
- ☐ Transition of projects and materials
- ☐ Hours and vacation
- ☐ Participation in extracurricular career development (e.g., teaching)

Skills Building
- ☐ Mentor-directed training in experimentation
- ☐ Postdoc teaching opportunities
- ☐ Writing
  - ☐ Grants
  - ☐ Manuscripts and invited book chapters/reviews
  - ☐ Review of manuscripts and grants
- ☐ Techniques-practical and laboratory
- ☐ Course attendance
- ☐ Networking

Research Projects/ Plans
- ☐ Scope and spectrum of research
- ☐ Independence level
- ☐ Development & management of multiple projects/ % effort distribution

Ethical Conduct of Research
- ☐ Lab safety, policies for animal use and other good practices
- ☐ Collaboration with industry
- ☐ Proprietary issues
  - ☐ Sharing data and samples
  - ☐ Patents and intellectual property

Networking
- ☐ Discussions/ Collaborations with other PIs and PDs
- ☐ Meeting and conference attendance
- ☐ Prominent people in discipline
- ☐ Training students and visiting scientists
- ☐ Researching new techniques
- ☐ Inviting and sponsoring speakers and seminars

Productivity
- ☐ Papers and authorship (first vs. second/ middle)
- ☐ Patents
- ☐ Protocols
- ☐ Grants and transitional funding
- ☐ Timing of publications

Funding/ Fiscal Responsibility
- ☐ Funding Sources
- ☐ Stipend/ salary and raises
- ☐ Health, dental, vision and other benefits
- ☐ Supplies and equipment
- ☐ Duration of initial funding
- ☐ Fellowship requirements
- ☐ Grant submission/ award
- ☐ Fellowship paybacks
- ☐ Specific training requirements

Accessibility of Mentor
- ☐ Meeting frequency
- ☐ Meeting subject/ purpose
- ☐ Conflict resolution
- ☐ Development of research committee with additional faculty

Personal
- ☐ Leave time (sick, family, maternity)
- ☐ International postdoc
- ☐ Visas