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

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