

Possible Postdoctoral Mentoring Plan Activities

Orientation and Goal Setting

- At the beginning of the postdoctoral appointment, work with the postdoctoral researcher to develop an Individual Development Plan to articulate goals and discuss steps to achieving career plans
- Assess progress towards goals in Individual Development Plan through a regular evaluation process (specify how evaluated and frequency)
- Provide an orientation to the research group, including expectations, standard procedures and introducing the new postdoctoral researcher to other members of the lab and department
- Schedule regular meetings (specify frequency, individual or group meetings, topics covered, including discussing research results or career goals and presenting findings)
- Direct postdocs to resources provided by the Postdoctoral Affairs Office

Career Advising and Job Search Preparation

- Encourage postdocs to utilize campus career development resources. Postdocs can use resources from one or more of the following:
 - The Graduate College Career Services Office serves postdoctoral scholars in all disciplines
 - Biotechnology Center Career Services serves postdocs in the biological sciences
 - School of Chemical Sciences Career Counseling and Placement Services works with postdocs in chemistry and chemical and biomolecular engineering
 - Engineering Career Services serves postdocs in engineering, physics and computer science
- Assist postdocs in expanding their professional networks by introducing them to other researchers at meetings and when speakers visit campus
- Direct postdocs to the career resources provided by their professional organization(s)

Preparation of Grant Proposals

- Train postdocs on how to find funding opportunities and write competitive proposals
- Provide opportunities for postdocs to collaborate with you on writing grant to fund their research project

Publications and Presentations

- Mentor postdocs on the entire publication process, including organizing and writing the manuscript, deciding where to submit, communications with journal editors and responding to peer reviews
- Discuss characteristics of effective presentations in the field. Provide feedback on their presentations to help postdocs develop their skills



Teaching Skills

- Provide opportunity for postdocs to present a lecture and provide feedback on content and approach
- Encourage use of campus teaching resources and certificate programs through the Center for Teaching Excellence

Laboratory Management Skills

- Assign an undergraduate or graduate student for the postdoc to mentor. Provide feedback on how to train student on necessary skills and monitor research progress
- Review and discuss the HHMI guide *Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty* and

Collaboration and Communication Skills

- Provide opportunities for postdocs to present their research and refine their presentation skills
- Provide travel support to attend meetings to present findings and expand professional network (specifying meeting names, if known)
- Direct postdocs to work with an individual writing consultant at the campus Writers Workshop if needed

Responsible Professional Practices

- Train postdocs in the professional ethics of the field
- Direct postdocs to tools and discussions through the National Center for Professional and Research Ethics
- Refer postdocs to relevant trainings from the Division of Research Safety, Institution Review Board, Division of Animal Resources, etc.

(Revised August 2011)

