**Postdoc/PI Orientation Meeting Agenda**

1. Introductions
2. Building/Lab/Facility Tour
3. Confirm office space, laptop, email address, phone access
4. **PI’s Expectations for Postdoc**
* Research activity
	+ Big Picture:
	+ This Semester:
* Grant writing
	+ Big Picture:
	+ This Semester:
* Publications
	+ Big Picture:
	+ This Semester:
* Conferences
	+ Big Picture:
	+ This Semester:
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Big Picture:
	+ This Semester:
* Collaboratively draft out the PI’s expectations using the 3-Year Planning tool (see Appendix).
* Assign Postdoc to update IDP with Project Goals from these expectations. Due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **Postdoc IDP Review**
* Review Skill Assessment Summary
* Interest Assessment Summary
* Values Assessment Summary
* My Career Plans
* Career Advancement Goals
* Skill Goals
1. **Establish a Mentoring Team based on IDP**
2. List Actionable Items with Deadlines from the Meeting for Each Attendee

|  |  |  |
| --- | --- | --- |
| **Name** | **Action** | **Deadline** |
| PI: |  |  |
| Postdoc: |  |  |
| Other: |  |  |

1. Schedule next meeting date and time
2. Email notes/summary of today’s meeting

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1*****Summer*** | **Year 1*****Fall*** | **Year 1*****Spring*** | **Year 2*****Summer*** | **Year 2*****Fall*** | **Year 2*****Spring*** | **Year 3*****Summer*** | **Year 3*****Fall*** | **Year 3*****Spring*** |
| **3-Year Planning** | **Research Activity** |  |  |  |  |  |  |  |  |  |
| **Targeted Grants/ Sponsored Research** |  |  |  |  |  |  |  |  |  |
| **Targeted Publications** |  |  |  |  |  |  |  |  |  |
| **Targeted Presentations** |  |  |  |  |  |  |  |  |  |