**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** |  |  |  |  |  |  |  |  |  |