

## Alignment / Expectation Checklist: For Postdocs to Fill Out

(modified by Julie Huber from Northwestern University)

Please check off the items that you would like to discuss with your **advisor to better define your expectations** in your relationship. Think about the list in terms of what you seek from your primary advisor(s):

- ☐ Help me increase my scientific knowledge and skills
  - ☐ Help me to focus on specific tasks or goals
  - ☐ Help me to guide my research career to reach my individual goals
  - ☐ Give me credit for my contributions to my advisor's team and work
  - ☐ Discuss authorship as the work as is being completed – before paper is started
  - ☐ Discuss my role in my advisor(s) grant(s) before the grant(s) is/are written
  
  - ☐ Help me become an independent scientist with my own grants and lab
  - ☐ Support my exploration of non-academic career pathways in industry or government
  - ☐ Facilitate networking with leaders in the field
  - ☐ Introduce me to the WHOI institutional academic culture
  - ☐ Help me learn how to develop and manage grant budgets
  - ☐ Help me with hiring and supervising research staff
  - ☐ Help me prepare for a presentation prior to professional meetings
  - ☐ Help me with time management skills
  - ☐ Help me with work/life balance issues
  
  - ☐ Provide me with a supportive environment where I am not worried about my position or receiving a poor letter of reference for my next academic position
  - ☐ Talk to my advisor if my protected time is not being protected
  - ☐ Meeting frequency
  - ☐ Response time for emails, research questions, or drafts of manuscripts/grants
  
  - ☐ What type of feedback would my advisor like to hear? Is there an expectation and safety for honest feedback?
  - ☐ How often you want feedback from your advisor
  - ☐ Additional items not listed?
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## **Alignment / Expectation Checklist: For Postdoc Advisors to Fill Out**

Please check off the items that you would like to discuss with your postdoc **to better align your expectations for them.**

- ☐ Increase their scientific knowledge and skills
  - ☐ Get them to focus on their academic career and future promotion
  - ☐ Become a local and national leader in their field
  - ☐ Submit strong, competitive grants
  - ☐ Complete their research in a timely manner
  - ☐ Complete joint manuscripts when due
  - ☐ Manage their research team
  - ☐ Serve as a strong role model for students in the group
  - ☐ Respond in a timely fashion to emails
  - ☐ Be on time for meetings
  - ☐ Come prepared to meetings with a draft of figures, output, a manuscript or grant
  - ☐ Accept feedback, especially student and peer feedback, as an important skill
  - ☐ Develop an understanding of the academic research culture within my research group
  - ☐ Let them know I would like direct and honest feedback on how I am doing as one of their advisor
  - ☐ Other things you would want to discuss with your postdoc regarding aligning your expectations for them?
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