

Initial Meeting for MIT Postdoctoral Researchers and Advisors

Postdoctoral Researcher:	Principal Investigator:
Title:	Meeting Date:
Date of hire:	

**Initial meeting between supervisor/mentor and postdoctoral researcher (“postdoc”)
Suggested Discussion Points are listed below.**

- Career goals
- Research project outline
- Possible publications
- Research group culture (including typical daily schedules, interactions, etc.)
- Meeting schedule – (between postdoc/supervisor; with the research group)
- Laboratory safety
- Record keeping
- Expectations regarding supervision and independence
- Attendance at scientific seminars and conferences
- Presentations – group meetings, conferences
- Teaching, mentoring, and supervision opportunities
- Writing opportunities (grants, papers)
- Development of critical evaluation skills
- Networking skills and how to find an additional mentor(s)
- Career workshops/panels available (on- and off campus opportunities)
- Additional points raised by postdoc or advisor
- Review of available forms:
 - Statement on the postdoctoral training period at MIT
 - MIT Postdoctoral Training Checklist (for postdocs)
 - Annual Development Review for MIT Postdoctoral Researchers

ADVISOR'S NOTES:

Acknowledgment that meeting took place:

Postdoctoral Scholar Signature

Date

Advisor Signature

Date