# Instructions

Complete part A and *feedback to mentor* section. Send to Prof. Becker in advance and we will discuss the form (plan for 45-60 min).

We will then talk through Part B, sections 1, 2, 3 .

After our meeting, update the goals/accomplishments section and email me the signed and updated form, which will be filed.

**Name: Date:**

**Part A: Six month review of goals**

1. Accomplishments
2. Goals for the next six months
3. Long-term goals

**Part B: Joint-feedback meeting**

1. Feedback on mentoring

Frequency of interactions

Quality of interactions

Level of involvement

Positive aspects of interactions

Areas for effort/improvement

1. Comments from the mentor

Quality of work

Organization and efficiency

Knowledge base

Communication skills

Working relationships

Leadership/supervisory skills

Areas for effort/improvement

1. Summary of discussion

Strengths/achievements

Areas for effort/improvement

Scientific goals

Long-term plans

Lab Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lab Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_