

End-of-Year meeting script (Mentor)

Instructions:

This script is designed to help you prepare for and guide your end-of-year meeting. Questions in black are meant for you to answer and have fillable text fields. Questions in gray (prefixed with “Mentee:”) are for the other person and are provided for your reference. Items in italics are instructions or actions to be completed.

Preparation: Please complete this form *before* the meeting. Thoughtful preparation is essential—take time to reflect deeply on each question. Your honest, considered responses will make the meeting more productive and meaningful for both parties.

Tasks and responsibilities

Mentee: Which tasks have I been responsible for this year (and currently)

Mentee: Which tasks would I like to take on or let go of next year?

Mentee: Do I feel my responsibilities match my skills and career stage?

Are the mentee’s current responsibilities aligned with their long-term career trajectory?

Are there responsibilities the mentee should delegate or stop doing?

Looking back to the last year

Mentee: How was my last year?

Mentee: What were the main highlights and low points?

Mentee: Where was I especially successful?

Mentee: What was especially difficult?

Mentee: What additional challenges (personal or work-related) arose outside my main field?

Mentee: What did I learn this year that will benefit me beyond this project?

How do I see the last year for the mentee?

What were the main highlights and low points?

Where was the mentee especially successful from my perspective?

What was especially difficult for them from my perspective?

Present situation

Mentee: What comes easily to me?

Mentee: What makes me happy?

Mentee: Where are my personal strengths?

Mentee: What do I find more difficult?

Mentee: What do I enjoy less?

Mentee: Where do I see potential or need for improvement?

Where do I see the mentee's personal strengths?

Where do I see areas for development?

Collaboration within the team

Mentee: How satisfied am I with the collaboration within the group (1–10)?

Mentee: What are the positive aspects of the collaborative environment?

Mentee: What could be done so that my satisfaction reaches perfection?

Mentee: How satisfied am I with the institute's environment?

How satisfied am I with the role that mentee plays in the collaboration within the institute and the group (1–10)?

What positive aspects does the mentee bring to the collaborative environment?

What could be done so that my satisfaction reaches perfection?

Relationship and communication with the mentor

Mentee: How satisfied am I with the work relationship with my mentor (1–10)?

Mentee: What are the positive aspects of the work relationship?

Mentee: What could be done so that my satisfaction reaches perfection?

Mentee: Do I receive the type and frequency of feedback I need?

Mentee: Do I feel comfortable raising problems early?

Mentee: Are the expectations on my work clear to me?

How satisfied am I with the work relationship with the mentee (1–10)?

What are the positive aspects of the work relationship?

What could be done so that my satisfaction reaches perfection?

Workload and performance

Mentee: How satisfied am I with my current workload (1–10)?

Mentee: What tasks take up the most time without much return?

Mentee: What are the positive aspects of my current workload?

Mentee: What could be done so that my satisfaction reaches perfection?

Is the mentee's workload sustainable given their goals?

What could the mentee reprioritise to make better progress?

Working conditions

Mentee: How satisfied am I with my current working conditions (materials, autonomy, etc.) (1–10)?

Mentee: What are the positive aspects of my working conditions?

Mentee: Do I have the resources (technical, administrative, emotional) to do my best work?

Mentee: What could be done so that my satisfaction reaches perfection?

Planning for the next year

Mentee: Which tasks and topics do I see for myself in the coming year?

Mentee: What do I need to do my work well?

Mentee: Do I need support in balancing work and personal/family life?

Mentee: What skills do I want to highlight in my CV by the end of next year?

Mentee: Which collaborations inside or outside the lab would I like to pursue?

Mentee: Is there anything else I wish for the next year not covered above?

Which tasks and topics do I see for the mentee in the coming year?

What opportunities (grants, conferences, collaborations) should the mentee target?

Go through the skill assessment and decide together on two to five skills to improve in the incoming year.

Actions for the next year

Agree on a list of individual goals that are specific (as precise as possible), measurable, accepted by both sides, realistic and time-bound (linked to a specific date or deadline) for the incoming year

Free form

Mentee: What questions for me I wish were included in this script? What are my answers to those questions?

Mentee: What questions for my mentor I wish were included in this script?

Mentee: Which questions I consider were unnecessary/redundant in the script?

Feedback to one another

Mentee: What is one thing that the mentor is doing that you think they could do better?

Mentee: What is one thing that the mentor is not doing that you think they could do?

Mentee: What one thing could the lab change to make it a better place to work?

Mentee: What else could be improved?

Mentee: Is there any general feedback you would like to provide to your mentor?

What one thing could the mentee change to increase their effectiveness?

Is there any general feedback you would like to provide to your mentor?