

TRAINEE PAGES:

HOME:

NATIONAL CANCER INSTITUTE
ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)

Welcome: Version: 1.0 Guides Help Change User

Welcome to the NCI Electronic Individual Development Plan (eIDP)

An Individual Development Plan (IDP) is a tool to help you establish your training and career goals. You will use this electronic IDP system to map out your short- and long-term projects and career plans. This tool will enable you to identify skills gaps, set goals to address them, and consider how best to utilize your NCI mentors and other resources to be most successful. This electronic IDP system complements, but does not replace open, respectful, in-person communication between you and your mentor(s).

You must complete all the sections to view your IDP details and take a workflow action.

● Not started | ◐ In Progress | ✔ Completed

Type	IDP Status	Action Due Date	General Info	Projects	Careers Goals	Aligning Expectations	Action
Renewal	Under Trainee's Review	N/A	✔	◐	◐	◐	PROCEED

+ PREVIOUS IDP

IDP PROCESS: HOW IT WORKS

Create Your IDP

Navigate along the tabs to complete each section of your IDP. You may discuss your IDP with your Mentor(s) at any time during your appointment. When you are done and hit submit, your IDP goes to your Mentor(s) for review.

Send Your IDP to your Mentor

Once you have submitted your IDP, it will be sent to your Mentor(s). Your Mentor(s) will review, comment, add their expectations, and approve your IDP. If your Primary Mentor has suggested revisions, the IDP will be returned to you for review. You and your Primary Mentor may send revisions to each other up to three times.

Submit IDP to Training Director

Your Training Director (TD) will review your IDP and either accept it or return it to you or your Primary Mentor for additional revisions. If your TD returns your IDP, you and your Primary Mentor must review the suggested revisions and update the IDP accordingly.

Meet with your Mentor

Once your electronic IDP is complete, you and your mentor will have an in-person discussion about your research and career development goals and your expectations for the coming year. You and your mentor will electronically confirm that you reviewed and discussed the IDP in person.

Submit IDP to Your Chief

Your Chief will review your IDP for final approval. If additional revisions are requested, the IDP will be returned to your TD for guidance. If your TD returns your IDP to you for revisions, you and your Primary Mentor must discuss the additional revisions and update the IDP accordingly.

Completed IDP

Once your IDP has received final approval, it cannot be modified. You will be able to view a PDF of your IDP at any time during your appointment.

GENERAL INFORMATION

If any of the non-editable or pre-populated information in this page is incorrect, please contact your Administrative Officer, Abdul Akinlolu listed in the form below.

Trainee Name:

This Gender, Race, and Ethnicity information is intended to collect aggregate data and will be used for reporting purposes only.

Race (Optional): Check all that apply

White Black or African American American Indian or Alaska Native

Asian Native Hawaiian or Other Pacific Islander

Ethnicity (Optional)

Select Ethnicity

Gender:

Current Award Date:

Training Plan Initiation Date:

***Current year of Training:**

First

***Highest Degree Obtained (to date):**

DOCTORATE DEGREE

***Current Training Title:**

POST-DOCT-CRTA

Administrative Officer:

***Primary Mentor's Name:**

Enter Last Name, First Name

***Do you have a Co-Primary Mentor?**

Yes No

***Co-Primary Mentor's Name:**

Additional Mentor(s) Optional:

Enter Last Name, First Name ADD MORE

***Lab, Branch or Office:**

***Lab, Branch or Office Chief/Director Name:**

Enter Last Name, First Name

NCI Division/Office/Center:

CCR

REVIEW & TAKE ACTION

PREVIOUS REVIEW & TAKE ACTION Save Save and Continue

GENERAL INFORMATION:

[USEFUL LINKS](#)

General Information

Projects & Related Deliverables/Training

Career Goals & Career Training Activities

Aligning Expectations

REVIEW & TAKE ACTION

PREVIOUS REVIEW & TAKE ACTION Save Save and Continue

GENERAL INFORMATION

If any of the non-editable or pre-populated information in this page is incorrect, please contact your Administrative Officer, Abdul Akinlolu listed in the form below.

Trainee Name:

This Gender, Race, and Ethnicity information is intended to collect aggregate data and will be used for reporting purposes only.

Race (Optional): Check all that apply

White Black or African American American Indian or Alaska Native

Asian Native Hawaiian or Other Pacific Islander

Ethnicity (Optional)

Select Ethnicity

Gender:

Current Award Date:

Training Plan Initiation Date:

***Current year of Training:**

First

***Highest Degree Obtained (to date):**

DOCTORATE DEGREE

***Current Training Title:**

POST-DOCT-CRTA

Administrative Officer:

***Primary Mentor's Name:**

Enter Last Name, First Name

***Do you have a Co-Primary Mentor?**

Yes No

***Co-Primary Mentor's Name:**

Additional Mentor(s) Optional:

Enter Last Name, First Name ADD MORE

***Lab, Branch or Office:**

***Lab, Branch or Office Chief/Director Name:**

Enter Last Name, First Name

NCI Division/Office/Center:

CCR

PROJECTS & RELATED DELIVERABLES/TRAINING:

USEFUL LINKS

General Information Projects & Related Deliverables/Training Career Goals & Career Training Activities Aligning Expectations

Please provide at least one deliverable for the projects provided.
Please provide the status for each project, deliverable and project-related training.

REVIEW & TAKE ACTION

PROJECTS & DELIVERABLES PROJECT-RELATED TRAINING

Priority	Project Title	Missing Deliverable	Description	Created	Last Modified	Status	Actions
1	This is a sample for OMB Clearance screenshot.	<input checked="" type="checkbox"/>	This is a sample description for taking the OMB Clearance screenshot for full submission package cr...	01/26/2019	01/26/2019	Completed	Track
2	This is a sample for OMB Clearance screenshot. new	<input type="checkbox"/>	This is a sample description for taking the OMB Clearance screenshot for full submission package cr...	02/02/2019			Track

PROJECT:

Please indicate the status of this project:
 Planned In Progress Completed Discontinued

Describe your project and major current responsibilities. [Edit project info](#)

***Project Title:** 228 characters left

***Description:** 294 characters left

***Responsibilities:** 289 characters left

▲ Deliverables Planned:
Please complete at least one deliverable related to your project that you plan to complete this year.

Publication

Presentation

Awards/Research Funding

Other Type of Deliverable

PREVIOUS REVIEW & TAKE ACTION Save Save and Continue Cancel

PROJECT-RELATED DELIVERABLES:

Publication

Please indicate the status of this deliverable:
 In Preparation Submitted In Press Published Withdrawn

Manuscript

***Search By:**
 Search by Author Search by PubMed ID

***First Name:**
***Last Name:**
***Start Year:** Format:yyyy
***End Year:** Format:yyyy

Show 5 entries

Select	Journal Name	Publication Date	Article Title	Authors
<input checked="" type="radio"/>	Cancer biology & therapy			

Showing 1 to 1 of 1 entries

***Are you the first author on this publication:**
 Yes No

***Title:** 159 characters left

***Description:** 436 characters left

Presentation

Please indicate the status of this deliverable

Planned
 Completed
 Withdrawn

*Does this activity require travel? Yes No

Date:
 Location:
 *Type:

150 characters left

Meeting/Conference Name

100 characters left

*Title

30 minimum characters left 200 characters left

*Description

Example: Posters, Talks, etc

50 minimum characters left 500 characters left

Cancel Done

Awards/Research Funding

Choose from Existing Awards/Research Funding
 Add new

*Type:

Applying For
 Received

*Submission Date:

*Name of Award or Funding Mechanism:

Funding Amount

\$

*Title

30 Minimum character limit 200 Character limit

*Description

NOTE: Please contact your Training Director, Richard Moser

Please describe plans for use, timeline, or other relevant details.

50 Minimum character limit 500 Character limit

Cancel Done

Other Type of Deliverable

Please indicate the status of this deliverable

Planned
 In Progress
 Completed
 Withdrawn

*Does this activity require travel? Yes No

Date:
 Location:

150 characters left

*Title

30 minimum characters left 200 characters left

*Description

Example: Invited lecture, Posters, Talks, etc

50 minimum characters left 500 characters left

Cancel Done

PROJECT-RELATED TRAINING

Classes/Courses/Workshops

Please indicate the status of this Activity:

Planned In Progress Completed Withdrawn

*Does this activity require travel? Yes No

Date From: Date To: Location:
150 characters left

*Title
200 characters left

*Description
50 minimum characters left 500 characters left

*Do you want to add this training to existing project? Yes No

Select all the projects relevant to this training:

Interest/Working Group Participation

Please indicate the status of this Activity:

Planned Ongoing Attended Withdrawn

Date From: Date To: Location:
150 characters left

*Title:
200 characters left

*Description:
NOTE: To view the NIH Interest Groups, please [click here](#)
50 minimum characters left 500 characters left

*Do you want to add this training to existing project? Yes No

Select all the projects relevant to this training:

Other Training Activities

Please indicate the status of this Activity:

Planned In Progress Completed Withdrawn

*Does this activity require travel? Yes No

Date From: Date To: Location:
150 characters left

*Title
30 minimum characters left 200 characters left

*Description
Adhoc learning/consultation
50 minimum characters left 500 characters left

*Do you want to add this training to existing project? Yes No

Select all the projects relevant to this training:

CAREER GOALS & CAREER TRAINING ACTIVITIES:

USEFUL LINKS

General Information
 Projects & Related Deliverables/Training
 Career Goals & Career Training Activities
 Aligning Expectations

In Progress

REVIEW & TAKE ACTION

I. CAREER GOALS:

***What career path(s) do you most want to be pursuing as you think 5 years into the future?**

Academia	Government	Industry/For-Profit	Not-for-profit	Other
<input type="checkbox"/> Administration <input type="checkbox"/> Communications <input type="checkbox"/> Clinical <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Research <input type="checkbox"/> Project Management <input type="checkbox"/> Policy <input type="checkbox"/> Teaching <input type="checkbox"/> Other	<input type="checkbox"/> Administration <input type="checkbox"/> Communications <input type="checkbox"/> Clinical <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Research <input type="checkbox"/> Project Management <input type="checkbox"/> Policy <input type="checkbox"/> Other	<input type="checkbox"/> Administration <input type="checkbox"/> Consulting <input type="checkbox"/> Communications <input type="checkbox"/> Clinical <input checked="" type="checkbox"/> Intellectual Property <input type="checkbox"/> Research <input type="checkbox"/> Project Management <input type="checkbox"/> Policy <input type="checkbox"/> Other	<input type="checkbox"/> Administration <input type="checkbox"/> Consulting <input type="checkbox"/> Communications <input type="checkbox"/> Clinical <input checked="" type="checkbox"/> Intellectual Property <input type="checkbox"/> Research <input type="checkbox"/> Project Management <input type="checkbox"/> Policy <input type="checkbox"/> Other	Sectors: <input type="checkbox"/> Administration <input type="checkbox"/> Consulting <input type="checkbox"/> Communications <input type="checkbox"/> Clinical <input checked="" type="checkbox"/> Intellectual Property <input type="checkbox"/> Research <input type="checkbox"/> Project Management <input type="checkbox"/> Policy <input type="checkbox"/> Teaching <input type="checkbox"/> Other

Description
 This section provides a bibliography of key project references and deliverables that have been produced before this point. For example, these references might include the Project Plan, FRD, Test Plan, Implementation Plan, Conversion Plan, and Systems Design Documents.

Are you planning on pursuing an additional degree? If yes, please select the degree. 721 characters left

Other Professional or Technical School

***Specify:**
 Computer Science - Cyber Security

***Indicate the status of pursuing additional degree(s):**

II. TRAINING/CAREER EXPLORATION:

Upload Curriculum Vitae (CV) (Optional): Upload PDF or Word format only, Maximum file size 9 MB

Depending on your career goals and on where you are in your training, you will need to work on different professional development activities. Please pick one or more of the below activities/skills you would like to work on this coming year.

Career Exploration and Networking

***Description:**

500 characters left

Skills/Competencies

Please pick one or more of the below skills you'd would like to work on this coming year.

Communications <input type="button" value="add +"/>	Leadership and Management <input type="button" value="add +"/>	Ethics <input type="button" value="add +"/>	Grant Writing <input type="button" value="add +"/>
Mentoring <input type="button" value="add +"/>	Scientific Manuscript Review <input type="button" value="add +"/>	Mandatory Training <input type="button" value="add +"/>	Others <input type="button" value="add +"/>

Job Search

As you plan on your job search, note that there is training available at NIH (for example, CV/resume writing, research statement, writing, etc). What are you planning to do as part of your job search training?

***Description:**

500 Character limit

Others

***Description:**

50 Minimum character limit 500 Character limit

CAREER-RELATED TRAINING ACTIVITIES:

Career Exploration and Networking ×

Please indicate the status of this career exploration:

Planned Ongoing Completed Discontinued

***Description:**

18 minimum characters left 468 characters left

***Progress Update:**

500 characters left

Skills/Competencies:

Communications ×

Please indicate the status of this career exploration:

Planned Ongoing Completed Discontinued

***Type:**

Select ▼

***Description:**

50 minimum characters left 500 characters left

Progress Update:

500 characters left

Leadership and Management ✕

Please indicate the status of this career exploration:
 Planned Ongoing Completed Discontinued

***Type:**
Select ▼

***Description:**

50 minimum characters left 500 characters left

Progress Update:

500 characters left

Cancel Done

Ethics ✕

Please indicate the status of this career exploration:
 Planned Ongoing Completed Discontinued

***Description:**

50 minimum characters left 500 characters left

Progress Update:

500 characters left

Cancel Done

Grant Writing ✕

Please indicate the status of this career exploration:
 Planned Ongoing Completed Discontinued

***Description:**

50 minimum characters left 500 characters left

Progress Update:

500 characters left

Cancel Done

Mentoring ✕

Please indicate the status of this career exploration:

Planned Ongoing Completed Discontinued

*Type:
Select ▾

*Description:

50 minimum characters left 500 characters left

Progress Update:

500 characters left

Cancel Done

Scientific Manuscript Review ✕

Please indicate the status of this career exploration:

Planned Ongoing Completed Discontinued

*Description:

50 minimum characters left 500 characters left

Progress Update:

500 characters left

Cancel Done

Mandatory Training ✕

Please indicate the status of this career exploration:

Planned Ongoing Completed Discontinued

*Description:

50 minimum characters left 500 characters left

Progress Update:

500 characters left

Cancel Done

Others ×

Please indicate the status of this career exploration:
 Planned Ongoing Completed Discontinued

*Type:
 Select ▼

*Description:

 50 minimum characters left 500 characters left

Progress Update:

500 characters left

Job Search ×

Please indicate the status of this career exploration:
 Planned Ongoing Completed Discontinued

*Description:

 26 minimum characters left 476 characters left

Progress Update:

500 characters left

Others ×

Please indicate the status of this career exploration:
 Planned Ongoing Completed Discontinued

*Description:

 18 minimum characters left 468 characters left

Progress Update:

500 characters left

ALIGNING EXPECTATIONS:

USEFUL LINKS

General Information Projects & Related Deliverables/Training Career Goals & Career Training Activities **Aligning Expectations**

REVIEW & TAKE ACTION

ALIGNING EXPECTATIONS:

*Describe your expectation(s) of your mentor; how can your mentor help you to accomplish your goals?

NOTE: When you meet with your mentor, ensure that you discuss any event or activity that might affect your productivity.

50 minimum characters left

ADDITIONAL COMMENTS:

*I need to discuss potential time required to complete any project remaining from PhD program (if applicable):

Yes No Not Applicable

*Indicate status of your project remaining from PhD program:

*Describe, if applicable:

PREVIOUS REVIEW & TAKE ACTION Save

MENTOR EXPECTATIONS – TRAINEE’S VIEW

Expectations, renewal updates, and the renewal decisions from the mentor will be acknowledged by the trainee. Shown below are the various renewal decisions from the mentor that will be acknowledged by the trainee.

1. Trainee will be renewed in one year.

USEFUL LINKS

General Information
Projects & Related Deliverables/Training
Career Goals & Career Training Activities
Aligning Expectations
Mentor Expectations

Pending Review
RENEW & LINK ACTION

Mentor Expectations (Primary Mentor Name: Lisa Bengtson)

GENERAL EXPECTATIONS:

Mentor will strive to: Selected COMMUNICATE EFFECTIVELY <ul style="list-style-type: none"> -Communicate openly, frequently, and respectfully with you. -Provide consistent, timely, and honest feedback to help you achieve the highest possible standards in your work. -Encourage open discussion about our ideas. -Listen to you carefully and discuss any concerns you have. FOSTER A SUPPORTIVE ENVIRONMENT <ul style="list-style-type: none"> -Maintain a relationship with you that is based on trust and mutual respect. -Provide a workplace that is free from harassment. -Familiarize you with our group's standard operating procedures and assist you to navigate your way through our organization. -Do my best to understand your unique situation and mentor you accordingly. -Make sure my expectations of your work are clear. -Connect you with the colleagues and resources needed to do your work. -Support your success and help you achieve your career goals. -Review your work thoughtfully and carefully. PROMOTE YOUR PROFESSIONAL DEVELOPMENT <ul style="list-style-type: none"> -Review your progress regularly and discuss any problems you have encountered. -Support your attendance at training events that help you with your work and career goals. -Identify and encourage networking opportunities. 	Mentor strongly encourages Trainee to: Selected COMMUNICATE EFFECTIVELY <ul style="list-style-type: none"> -Communicate openly, frequently, and respectfully with me. -Engage in open discussions about our ideas. -Share your ideas during group meetings and informal discussions. -Ask questions of me and/or others if anything is unclear. -Tell me about any problems or challenges as soon as they arise. -Be open to advice and constructive suggestions. PARTNER WITH ME TO FOSTER A SUPPORTIVE ENVIRONMENT <ul style="list-style-type: none"> -Maintain a relationship with me that is based on trust and mutual respect. -Work and act with integrity, respect and honesty, never compromising the work process. -Inform me of your needs and if you need additional support. -Interact professionally with colleagues. TAKE RESPONSIBILITY FOR YOUR SUCCESS <ul style="list-style-type: none"> -Be proactive and transparent in discussing your work plans, needs, and career goals with me and others. -Be the driving force behind your projects. -Maintain detailed, organized, and accurate work records. -Be responsible for the first written draft of your work products. -Be an active learner by connecting with me and others in and outside of your work area.
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CORE AREAS OF EXPECTATION:

Work schedule/leave	
Group's vacation, sick, and telework policies:	Displays mentor's expectation on work schedule/leave.
Meeting frequency/time	
One-on-one meeting frequency:	Weekly
Planned meeting time:	Displays mentor's expectation on meeting frequency/time.
Communication Preferences	
Communication preferences for email/phone/scheduled and unscheduled meetings:	Displays mentor's expectation on communication preferences.
Feedback	
Approach to providing feedback on:	
Work Products:	Displays mentor's expectation on feedback on work products.
Career planning and progression:	Displays mentor's expectation on feedback on career planning and progression.
Attendance/participation at meetings	
Expectations/support regarding your fellow's attendance at:	
Group/Branch meetings, seminars, etc:	Displays mentor's expectation on attendance/participation at meetings.
Professional meetings:	Displays mentor's expectation on professional meetings.
Career and professional development courses, workshops and other activities:	Displays mentor's expectation on career and professional development courses, workshops and other activities.
Responsible conduct of research	
Group's expectations for storage and tracking of work records:	Displays mentor's expectation on responsible conduct of research
Renewal Decision Process	
Process for renewal decisions:	Displays mentor's process on renewal decision.

RENEWAL YEAR UPDATES

What is working well, additional needs/expectations, and suggestions for additional mentors/advisors, etc. for the coming year:

If mentor provided any constructive criticism, it will be displayed here.

+ View updates from previous year(s)

Renewal decision

You will be renewed in one year at your anniversary date.	Displays comment from the mentor
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I acknowledge the renewal decision from my mentor.
Note: Acknowledgment does not necessarily mean agreement, only that the details have been discussed between Primary Mentor and Trainee.

COMMENTS/FEEDBACK

I reviewed my mentor's expectations and have no feedback I reviewed my mentor's expectations and would like to request revisions

Comments/Feedback:

You can add your comment here.

500 characters left

PREVIOUS
Save
RENEW & LINK ACTION

2. Trainee will receive a short-term renewal (OR) will not be renewed.

USEFUL LINKS

General Information
 Projects & Related Deliverables/Training
 Career Goals & Career Training Activities
 Aligning Expectations
 Mentor Expectations

Pending Review
 REVIEW & TAKE ACTION

Mentor Expectations (Primary Mentor Name: Lisa Bergston)

GENERAL EXPECTATIONS:

Mentor will strive to: Selected	Mentor strongly encourages Trainee to: Selected
<p>COMMUNICATE EFFECTIVELY</p> <ul style="list-style-type: none"> -Communicate openly, frequently, and respectfully with you. -Provide consistent, timely, and honest feedback to help you achieve the highest possible standards in your work. -Encourage open discussion about our ideas. -Listen to you carefully and discuss any concerns you have. <p>FOSTER A SUPPORTIVE ENVIRONMENT</p> <ul style="list-style-type: none"> -Maintain a relationship with you that is based on trust and mutual respect. -Provide a workplace that is free from harassment. -Familiarize you with our group's standard operating procedures and assist you to navigate your way through our organization. -Do my best to understand your unique situation and mentor you accordingly. -Make sure my expectations of your work are clear. -Connect you with the colleagues and resources needed to do your work. -Support your success and help you achieve your career goals. -Review your work thoughtfully and carefully. <p>PROMOTE YOUR PROFESSIONAL DEVELOPMENT</p> <ul style="list-style-type: none"> -Review your progress regularly and discuss any problems you have encountered. -Support your attendance at training events that help you with your work and career goals. -Identify and encourage networking opportunities. 	<p>COMMUNICATE EFFECTIVELY</p> <ul style="list-style-type: none"> -Communicate openly, frequently, and respectfully with me. -Engage in open discussions about our ideas. -Share your ideas during group meetings and informal discussions. -Ask questions of me and/or others if anything is unclear. -Tell me about any problems or challenges as soon as they arise. -Be open to advice and constructive suggestions. <p>PARTNER WITH ME TO FOSTER A SUPPORTIVE ENVIRONMENT</p> <ul style="list-style-type: none"> -Maintain a relationship with me that is based on trust and mutual respect. -Work and act with integrity, respect and honesty, never compromising the work process. -Inform me of your needs and if you need additional support. -Interact professionally with colleagues. <p>TAKE RESPONSIBILITY FOR YOUR SUCCESS</p> <ul style="list-style-type: none"> -Be proactive and transparent in discussing your work plans, needs, and career goals with me and others. -Be the driving force behind your projects. -Maintain detailed, organized, and accurate work records. -Be responsible for the first written draft of your work products. -Be an active learner by connecting with me and others in and outside of your work area.

CORE AREAS OF EXPECTATION:

Work schedule/leave	Group's vacation, sick, and telework policies: Displays mentor's expectation on work schedule/leave.
Meeting frequency/time	One-on-one meeting frequency: Weekly Planned meeting time: Displays mentor's expectation on meeting frequency/time.
Communication Preferences	Communication preferences for email/phone/scheduled and unscheduled meetings: Displays mentor's expectation on communication preferences.
Feedback	Approach to providing feedback on: Work Products: Displays mentor's expectation on feedback on work products. Career planning and progression: Displays mentor's expectation on feedback on career planning and progression.
Attendance/participation at meetings	Expectations/support regarding your fellow's attendance at: Group/Branch meetings, seminars, etc: Displays mentor's expectation on attendance/participation at meetings. Professional meetings: Displays mentor's expectation on professional meetings. Career and professional development courses, workshops and other activities: Displays mentor's expectation on career and professional development courses, workshops and other activities.
Responsible conduct of research	Group's expectations for storage and tracking of work records: Displays mentor's expectation on responsible conduct of research
Renewal Decision Process	Process for renewal decisions: Displays mentor's process on renewal decisions.

RENEWAL YEAR UPDATES

What is working well, additional needs/expectations, and suggestions for additional mentors/advisors, etc. for the coming year:

If mentor provided any constructive criticism, it will be displayed here.

+ View updates from previous year(s)

Renewal decisions

This is your final year as an NCI trainee. Your NCI and NIH training offices have resources to help with your job search. Displays comment from the mentor

I acknowledge the renewal decision from my mentor.
Note: Acknowledgment does not necessarily mean agreement, only that the details have been discussed between Primary Mentor and Trainee.

COMMENTS/FEEDBACK

I reviewed my mentor's expectations and have no feedback
 I reviewed my mentor's expectations and would like to request revisions

Comments/Feedback:

You can add your comment here.

300 characters left

[PREVIOUS](#)
[NEXT](#) REVIEW & TAKE ACTION

3. Mentor has not made the renewal decision.

USEFUL LINKS

General Information
 Projects & Related Deliverables/Training
 Career Goals & Career Training Activities
 Aligning Expectations
 Mentor Expectations

Mentor Expectations (Primary Mentor Name: Lou Bergman)

GENERAL EXPECTATIONS:

Mentor will strive to:	Selected	Mentor strongly encourages Trainee to:	Selected
COMMUNICATE EFFECTIVELY -Communicate openly, frequently, and respectfully with you. -Provide consistent, timely, and honest feedback to help you achieve the highest possible standards in your work. -Encourage open discussion about our ideas. -Listen to you carefully and discuss any concerns you have.	<input checked="" type="checkbox"/>	COMMUNICATE EFFECTIVELY -Communicate openly, frequently, and respectfully with me. -Engage in open discussions about our ideas. -Share your ideas during group meetings and informal discussions. -Ask questions of me and/or others if anything is unclear. -Tell me about any problems or challenges as soon as they arise. -Be open to advice and constructive suggestions.	<input checked="" type="checkbox"/>
FOSTER A SUPPORTIVE ENVIRONMENT -Maintain a relationship with you that is based on trust and mutual respect. -Provide a workplace that is free from harassment. -Familiarize you with our group's standard operating procedures and assist you to navigate your way through our organization. -Do my best to understand your unique situation and mentor you accordingly. -Make sure my expectations of your work are clear. -Connect you with the colleagues and resources needed to do your work. -Support your success and help you achieve your career goals. -Review your work thoughtfully and carefully.	<input checked="" type="checkbox"/>	PARTNER WITH ME TO FOSTER A SUPPORTIVE ENVIRONMENT -Maintain a relationship with me that is based on trust and mutual respect. -Work and act with integrity, respect and honesty, never compromising the work process. -Inform me of your needs and if you need additional support. -Interact professionally with colleagues.	<input checked="" type="checkbox"/>
PROMOTE YOUR PROFESSIONAL DEVELOPMENT -Review your progress regularly and discuss any problems you have encountered. -Support your attendance at training events that help you with your work and career goals. -Identify and encourage networking opportunities.	<input checked="" type="checkbox"/>	TAKE RESPONSIBILITY FOR YOUR SUCCESS -Be proactive and transparent in discussing your work plans, needs, and career goals with me and others. -Be the driving force behind your projects. -Maintain detailed, organized, and accurate work records. -Be responsible for the first written draft of your work products. -Be an active learner by connecting with me and others in and outside of your work area.	<input checked="" type="checkbox"/>

CORE AREAS OF EXPECTATION:

Work schedule/leave

Group's vacation, sick, and telework policies: Displays mentor's expectation on work schedule/leave.

Meeting frequency/time

One-on-one meeting frequency: Weekly

Planned meeting time: Displays mentor's expectation on meeting frequency/time.

Communication Preferences

Communication preferences for email/phone/scheduled and unscheduled meetings: Displays mentor's expectation on communication preferences.

Feedback

Approach to providing feedback on:

Work Products: Displays mentor's expectation on feedback on work products.

Career planning and progression: Displays mentor's expectation on feedback on career planning and progression.

Attendance/participation at meetings

Expectations/support regarding your fellow's attendance at:

Group/Branch meetings, seminars, etc: Displays mentor's expectation on attendance/participation at meetings.

Professional meetings: Displays mentor's expectation on professional meetings.

Career and professional development courses, workshops and other activities: Displays mentor's expectation on career and professional development courses, workshops and other activities.

Responsible conduct of research

Group's expectations for storage and tracking of work records: Displays mentor's expectation on responsible conduct of research

Renewal Decision Process

Process for renewal decisions: Displays mentor's process on renewal decision.

RENEWAL YEAR UPDATES

What is working well, additional needs/expectations, and suggestions for additional mentors/advisors, etc. for the coming year:

If mentor provided any constructive criticism, it will be displayed here.

+ View updates from previous year(s)

Renewal decision

Your mentor has not yet made the renewal decision and anticipates to make the renewal decision within 3 months. Displays comment from the mentor

I acknowledge the renewal decision from my mentor.
Note: Acknowledgment does not necessarily mean agreement, only that the details have been discussed between Primary Mentor and Trainee.

COMMENTS/FEEDBACK

I reviewed my mentor's expectations and have no feedback I reviewed my mentor's expectations and would like to request revisions

Comments/Feedback:

You can add your comment here.

500 characters left