**A circle of bacteria and germs

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**Yearly Development Plan & Performance Assessment**

**Confidentiality Assurance:**

**Please know that this form remains confidential between you and me.**

**Purpose and Approach:**

1. **Questionnaire:** This section aims to understand your experiences within the lab and seek feedback for areas of improvement. Remember, you are not obligated to answer anything that makes you feel uneasy or uncomfortable.
2. **Performance Assessment:** This section focuses on evaluating and discussing your professional growth and achievements over the past year.

By combining these elements, my intention is to gain a holistic perspective on your journey, experiences, and development within our lab during the past year. This exercise is a mutual opportunity for reflection, with the goal of ensuring your time in our lab remains both rewarding and enriching.

You may need approximately 3 hours to thoughtfully complete this form. Please make sure to set time aside to go through this!

**QUESTIONNAIRE**

**LAB EXPERIENCE**

1. Can you specify the aspects of your lab experience that you find most and least satisfying?
2. What is your favourite part about the lab?
3. Can you identify any specific resources or elements our lab is currently missing? What are your suggestions for implementing these improvements?
4. How would you evaluate the effectiveness of group meetings in fostering communication and learning? Do you feel encouraged to participate and ask questions?
5. How can the lab environment be adjusted to help you feel more comfortable and supported when mistakes occur?
6. Do you have any suggestions for how the lab space should be organized?
7. Do you have any suggestions on lab practices?

**YOUR RESEARCH PROJECT**

1. In reflecting over the past year, what do you consider to be your primary accomplishments or milestones in your research/project?
   1. …
2. What research goals would you like to accomplish in the next six months?
3. What about in the next year?
4. What would you like to be exposed to scientifically in the next year?
5. How do you feel about your research direction?
6. How do you feel about your research progress?
7. Can you describe any specific obstacles or challenges in your research and your strategy for overcoming them? How can the lab support you in this?
8. Do you need more support in your project? If so, what would help?
9. What technique(s) would you like (more) training on? How could we go about providing that for you?
10. Is there key equipment/technology/expertise that you feel would be useful for your project?

**LIFE IN ACADEMIA**

1. How would you describe your overall experience in academia over the past year?
2. What requirements do you need to complete over the rest of your degree, and what is your plan to fulfill them?
3. What fellowships are you applying to, and have you been able to get the guidance you need?
4. What are your primary goals in your academic training?
   1. Short-term (Next year):
   2. Mid-term (2-3 years):
   3. Long-term:
5. What actions can be taken to make sure these needs are met?
6. What motivates you most? (e.g., a sense of belonging to a good team, security/lack of worries, freedom, that your research has meaning, the impact of your research). If it’s more than one thing, please rank from most important to least!
7. What de-motivates you?
8. Can you share the practices or activities you engage in to maintain your wellness? Are there additional resources or support that could enhance your wellbeing?
9. Do you feel comfortable balancing research with school/personal time? If not, what would help?
10. Are there specific work-related activities causing you stress, and do you have suggestions for how these activities could be managed or structured differently?
11. How would you assess your current mental health and wellbeing in relation to the demands of your role within our research group? Feel free to share as much or as little as you're comfortable with.
12. How would you rate your current financial situation? Please consider factors such as funding, living expenses, and any other financial obligations you may have.
13. Could you specify any practical challenges (e.g., housing, commuting, work-life balance) that are affecting your wellbeing and suggest how the Lab, Department, or University might assist in addressing these challenges?

**MENTOR-MENTEE RELATIONSHIP**

1. What things are important to you in a mentoring relationship?
2. Do you feel these things are being met?
3. Do you feel like you have too little or too much autonomy in your research? If so, what could be done to improve that?
4. How would you rate the quality and frequency of constructive feedback you receive on your work? What kind of feedback would be more helpful for you?
5. Are our one-on-one meetings together useful? What would you like to see more of and less of?
6. How do you feel about the frequency of our meetings?
7. What help can I or other faculty/staff provide regarding professional development and training?

**OUR TEAM**

1. Are you having issues with anyone in the group that you would like to discuss?
2. Do you feel group meetings are useful? What changes would you make?
3. Can you identify aspects of our lab culture that are particularly supportive or that may need improvement?
4. Do you feel like your input is valued? What would make you feel like it is more valued?
5. Do you feel comfortable asking other lab members for help?
6. Do you feel comfortable reporting mistakes and problems in the lab?
7. Do you feel respected in the lab?
8. Do you feel comfortable disagreeing with other lab members?
9. What is your favourite thing about the lab culture?
10. Is there anything you wish were different about our team/lab culture?
11. If given the opportunity, how would you allocate time and resources to enhance our lab culture and foster a more inclusive and supportive environment?

**IN CONCLUSION**

1. Is there anything else you would like to share or think we should know to improve your graduate student experience?
2. Do you have any general comments?
3. What specific parts of this questionnaire do you want to make sure we discuss in our meeting?

**Thank you for your honesty. Your feedback is invaluable to our continuous improvement. Please remember that all responses are confidential and will be used to enhance your experience and the overall lab environment.**

**PERFORMANCE ASSESSMENT**

You are making progress on your journey along the academic path. Here we are going to discuss what you need to develop to get to the next step on this journey. It’s important we keep a growth mindset and be focused on improvement! It’s not about what is going wrong, rather where we want to go, and how I, as your advisor, and the team can help you get there.

Please fill out the self-assessment and then send back to me. Use the bucket shading tool to color the assessment Icon

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|  |  |
| --- | --- |
| **Red Label** | Needs improvement |
| **Yellow label** | Developing |
| **Green label** | Proficient |
| **Blue label** | Beyond expectations |
| **Gray label** | Not applicable |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. **Details/comments.** 2. **What resources could help you?** | **Self-Assessment** | **Advisor**  **Assessment** |
| **Job Knowledge:**   1. Do I have the necessary technical skills for both experimental and computational aspects of my job? |  |  |  |
| **Work (Quality & Quantity):** |  |  |  |
| 1. Is my work completed accurately and thoroughly? |  |  |  |
| 1. Do I take initiative to get things done in my project? |  |  |  |
| 1. Can I manage my time effectively in terms of dividing effort amongst tasks? |  |  |  |
| 1. Am I passionate or interested in my project(s)? |  |  |  |
| 1. Can my advisor trust me to follow through on instructions and meet expectations? |  |  |  |
| 1. Can I work autonomously to achieve project goals? |  |  |  |
| 1. Do I proactively keep my supervisor updated on progress and challenges? |  |  |  |
| **Communication:**   1. Is my written communication clear and effective (e.g., journal articles, emails, technical writing)? |  |  |  |
| 1. Can I convey ideas effectively through oral presentations and discussions? |  |  |  |
| **Engagement:**   1. Do I actively participate in seminars and group meetings? |  |  |  |
| 1. Do I consistently review and stay updated with relevant literature? |  |  |  |
| **Attendance:**  m. Do I dedicate adequate time and effort to ensure the success of my project? |  |  |  |
| n. Does I take breaks at appropriate times? |  |  |  |
| o. Have there been any significant changes in my attendance or commitment? |  |  |  |
| **Team accountability:**  p. Am I proactive in addressing lab issues, assisting others, and enhancing lab processes? |  |  |  |
| q. Am I a reliable team member (meeting deadlines, submitting thorough work, punctuality)? |  |  |  |
| r. Am I receptive to and do I implement suggestions for work procedure changes? |  |  |  |
| s. Can I identify and address challenges within my designated responsibilities? |  |  |  |
| **Supervision (if applicable)**  t. Do I set clear objectives and consistently evaluate the progress of the students I mentor? |  |  |  |
| u. Do I actively support and guide students towards working independently? |  |  |  |
| **Overall Performance** |  |  |  |

**Areas of strength**:

**Areas for development**:

**DEVELOPMENT DISCUSSIONS – to be completed post meeting**

1. Specific recommendations for development and improvement.
2. Actions to be taken by student/advisor.