1. What were your major achievements this past year? What do you consider your major research progress?

2. How would you rate (on a scale of 1 – 10 with 10 being highest) and describe your (a) overall research effort and (b) progress this past year?

3. What are the areas of your performance (research planning, writing, presentation, project management, data interpretation, etc.) on which you plan to improve next year? Please describe.

4. Are there any additional skills or knowledge that would help you more effectively perform your job? If yes, please list and describe.

5. What research goals (specific, measureable results) do you expect to accomplish during the next year?

6. What are areas that you think you can improve upon to contribute more positively to lab culture/collaborative spirit?
7. Briefly summarize your long-term goals, as you currently conceptualize them and reflect on your progress toward these goals.

8. Where do you think you stand on your research project? How do you want to shape/expand the work that will eventually become your dissertation topic?

9. What new research skills do you wish you can learn in the next year?

10. List your personal/professional goals in this coming year for increasing your responsibility and performance in the lab.

11. What are your goals for publications and conference presentations for this year?

12. What is worrying you most about your project / lab / progress?

13. Finally, list any specific subjects you would like to discuss during our one-on-one meeting: