UNIVERSITÄT BIELEFELD

GrACe | Graduate and Academic Career Development Centre

Toolbox Career Development Discussions

Result Log (Template)

Result Log* of the Career Development Discussion

On _____ (date)
between _____ (supervisor)
and _____ (PhD student / Postdoc)

During today's meeting, the following agreements were recorded for the period leading up to the next career review – including key (work-related) steps and measures, intended objectives and outcomes, and any outstanding issues to be clarified, all of which will support the PhD student's or postdoc's further career development:

Arrangements to be discussed (who does what?):		Period / Deadline (by when?)
PhD Student / Postdoc		
Supervisor		
both		

The next career development discussion is planned for the _____ (date).

Signatures:

_____ (Supervisor) _____ (PhD student / Postdoc)

** These records must be treated as confidential and are intended to serve as a guide in the period between career development meetings. Both parties to the meeting should receive a copy and keep it in a safe place. The minutes should normally be destroyed after three years.*