PhD Advising Worksheet for Annual Review with PhD Advisor (optional)

The PhD Advising Worksheet is a document to help you, the PhD student, reflect on your goals for your next academic year and your professional goals. This worksheet is optional and is an expanded version of the annual review that you will complete with your Advisor. You may use it as the basis of your annual review discussion with your advisor.

Student Name: _____

GWID: _____

Academic Year (Fall/Spring): _____

PhD program: _____

Advisor: _____

Career and Professional Goals

1. What are your **long-term professional goals**? e.g., What positions or responsibilities appeal to you for 5-10 years after graduation? What career responsibilities do you want to have? Which career options or tracks do you want to learn more about? What sector or sectors (e.g., academia, non-profit, policy or government, industry, other) might you want to be in or learn more about?

2. What **shorter-term objectives may help you achieve those goals**? E.g., are there specific skills you would like to acquire or improve? Are there courses, workshops, experiences, internships, etc. that might be helpful in furthering, or better articulating, these professional goals? **(NOTE: See Table below which may help to guide some of your thinking in this area).**

3. Are there factors that you are concerned may negatively affect your progress in pursuit of your professional short or long term goals? What help can your advisor or other faculty/staff provide?

Below are some professional competencies for PhD students. Please check boxes in the right-hand column of areas you would like to make a priority for further development in the upcoming year.
Discuss with your advisor(s) strategies and resources for identifying activities in the focus areas.

Area	What do you believe is your level of competency in this area?						Focus area for next year (place check mark)
Writing	1= low competency; 5= very high competency;						
For a scholarly publication	1	2	3	4	5	unsure	
For a lay audience, the media, or practitioners	1	2	3	4	5	unsure	
Oral communications							
To a specialized or technical audience	1	2	3	4	5	unsure	
Presentation to a lay audience	1	2	3	4	5	unsure	
Professionalism/interpersonal							
Networking	1	2	3	4	5	unsure	
Establishing a professional identity	1	2	3	4	5	unsure	
Teaching							
Course planning	1	2	3	4	5	unsure	
Lecture delivery	1	2	3	4	5	unsure	
Leading seminars/discussions	1	2	3	4	5	unsure	
Career Advancement							
Preparing a job talk	1	2	3	4	5	unsure	
Applying for a job	1	2	3	4	5	unsure	
Understanding career opportunities	1	2	3	4	5	unsure	
Technical Skills							
Program specific skills	1	2	3	4	5	unsure	
Other (specify)							