

Self-Assessment

Instructions: Work through each section in silence. This is a reflection tool, not a test. Write full sentences. If you don't know the answer, that's useful - it shows where clarification is needed or where a conversation may help.

1. Roles

Supervisor's duties for my project (Write 3–5 items. Give examples of how each shows up in practice.)

My own duties in this role (Write 3–5 items. Add how I will show evidence I have done them.)

My supervisee's role(s) (Write 3–5 items. Give examples of how each shows up in practice.)

Boundaries (What is clearly *not* my supervisor's job? What is *not* my job? Supervisee's job?)

Mentor or advisory support (One specific need I expect from them and when I will ask for it.)

2. Expectations and Transparency

End state / outputs (Describe the final expected outcomes: thesis format, publications, teaching, other outputs.)

Next milestones (List the next three milestones with target month and deliverable.)

Hidden expectations (Tasks I suspect but were never made explicit: lab service, admin, fundraising, etc.)

My own unspoken expectations (One expectation I have not voiced yet, and when/how I will bring it up.)

Mismatch (Any gap between my understanding and the written agreement.)

3. Independence and Support

Decisions I can make alone

Decisions that must be shared (Who signs off, how decisions are taken.)

More autonomy (One area where I want more freedom, and why.)

More guidance (One area where I need closer supervision, and why.)

What good support looks like for me (Frequency, form, level of detail.)

4. Communication

Meeting rhythm (Current schedule and how agendas are set.)

Feedback process (How feedback is delivered, how fast, in which form.)

Slip protocol (My rule for informing when deadlines shift: trigger, message, new date.)

Channels not used for key decisions

Decision log (Where decisions are documented, who gets them, when.)

5. Work–Life Balance

My week (Short sketch of time use: research, admin, teaching, private life.)

Non-negotiables (Sleep, care duties, health, legal/visa tasks.)

One change I need (Concrete workload change that would improve balance.)

Boundary sentence (The phrase I will use to protect my time.)

6. Conflicts

First three steps (What I will do if a disagreement blocks progress? Clarify what happens: self, supervisor, third party.)

Draft message (Paragraph I could send to start a difficult conversation.)

Neutral help (Name of office or person I can approach: mentor, ombudsperson...)

Signals to escalate (How I know waiting is no longer safe.)

7. Authorship and Data

Authorship rule (Who decides order, when it is agreed.)

Data and lab books (Location, ownership, retention period, who has access.)

8. Career Development

Mentoring actions (Two concrete steps my supervisor/mentor should take for my career.
Add month and desired outcome.)
