

SCHOOL OF KINESIOLOGY

Graduate Student/Faculty Advisor Conversation Plan

Instructions: Please use these questions as a starting point for conversations about work-life balance, communication, and career aspirations. The goal is to facilitate an open and transparent conversation. Students will fill this out with their mentors in their first semester, and may revisit it as part of their annual review. It may be helpful to dig in more thoroughly in the first year, and then in the years following revisit to ensure both parties are satisfied. Both the student and mentors should respond with their preferences to have a two-way conversation.

Work-Life

What are your preferred work hours?	
How important is work from home flexibility?	
What could be changed in your physical environment to create an ideal work situation for you?	
What causes you the most stress over your work/life balance?	
What can I/SOK do to help?	
What is the best way to communicate about taking vacation time?	

Communication Style

What is your take on texting for work? During work and after work hours?	
How do you prefer to gain information? How do you prefer to give information?	
In written communication, do prefer bullets or text?	
Are "stop-bys" welcome or disruptive to you?	
What is the best time of day to check in with you?	
What is the worst time of day to check in with you?	
How do you prefer to get good news?	
How do you prefer to get challenging news?	
Do you prefer to set your own deadlines or have me set them for you?	

Career

What is your goal job? What would you like to be doing in 10 years?	
Outside of the annual review, how often and in what format would you like to receive feedback?	
What do you think your strengths are today? What are areas of improvement?	

What drives you to come to work each day?	
What conferences and/or workshops are you interested in attending?	

Graduate Student Name

Signature

Date

Faculty Mentor Name

Signature

Date