

## Catalogue of questions as suggestion for annual staff reviews / supervision meetings with scientists in qualification phases

- For supervisors / scientific mentors -

### 1. Research project / doctoral project

current results / general schedule / the next research steps / useful supportive measures  
(e. g. qualification, networking)

- a. Which findings have you arrived at since our last meeting?
- b. What stage of your research have you reached? Does this correspond to the dissertation exposé resp. the general research plan? If not, what adjustments do you plan?
- c. What are your future research steps in detail (as to their contents, methods, schedule)?
- d. Which additional further training / knowledge of methods do you require for the realisation of your research project?
- e. Which networking possibilities could you utilise or set up to promote the research project / doctoral project? How can I help you with this?

### 2. Publications and conferences

publications / conference attendances / further training courses which are important in this context

- a. Are there publications to be dealt with in the near future? Which steps have you already undertaken? How can I support you here?
- b. Which conferences are you planning to attend? Which steps have you undertaken?
- c. Which additional further training courses do you believe necessary and meaningful (presentation techniques, scientific writing etc.)?
- d. How can I help you here?

### 3. Funding (means of living, infrastructure)

financial backup for the person / financial security of the research project

- a. Is your funding secured for a sufficient period of time? If not, have you found out about alternative funding options? How can I support you? Let's think about further contacts / institutions that offer advice / support. Which of these possibilities would you like to utilize?
- b. Do you have the necessary resources for materials and equipment at your disposal for the remaining research project?
- c. Is the required research infrastructure locally available? By means of which collaboration can we secure missing infrastructure?

#### 4. Teaching

**involvement in teaching / further training to qualify for teaching / compatibility with research project**

- a. *Do your current teaching commitments meet your expectations as to their nature and extent?*
- b. *Are you in danger of overworking due to the obligation to teach?*
- c. *If no teaching obligation exists: do you wish to gain teaching experience (kind, extent, topic, autonomy)?*
- d. *Which further training or which other measures could support you regarding teaching?*
- e. *Are your teaching commitments compatible (regarding time) with your research project (field studies, archival research, visits abroad etc.)?*

#### 5. Mobility – Internationalisation

**planned research stays / profiling in the international context / support needed in this regard / compatibility with other tasks**

- a. *Do you wish to gain experience in an international context? Would this be important for the enhancement of your personal profile? Do you plan a research stay at a different university or scientific institution, possibly abroad? Which targets are you aiming at here?*
- b. *What kind of support (funding, networking etc.) do you need?*
- c. *Is the stay compatible with your other tasks? Where do you require free space?*

#### 6. Applications, acquisition of third-party funding

**planned applications for third-party funds / support of mobility / research journey / scholarships / respective support needed**

- a. *Do you plan applications (for external funding / scholarships / mobility support etc.)? What is your time frame here? Which (career) goals are you aiming for in doing so?*
- b. *What kind of support (infrastructure, evaluation, further training, networking / contact partners etc.) do you require in this context?*

#### 7. Cooperation and supervision

**tasks not pertaining to the research project / cooperation with colleagues and responsibilities in the team / compatibility of family and career**

- a. *Does the current work situation suit your personal / family situation? Are specific adjustments desirable? From your point of view, are there issues regarding the compatibility of family and work that you would like to address?*
- b. *From your point of view, are there issues regarding equality that you would like to address?*
- c. *Are the tasks in your project group / team fairly distributed regarding quality and quantity?*
- d. *Which tasks in teaching, research or science management have you taken on beyond the research project? Do you experience this as an overload?*
- e. *How do you feel about our cooperation? Are you satisfied with the frequency of scientific exchange, with the duration of meetings and the mutual obligations?*

f. *Do you feel well integrated in the project group / team?*

## **8. Career advancement and professional progression**

**career prospects after the end of the current qualification phase / fit regarding the scientist and his or her abilities / preparation measures and advice centres**

- a. *What are your career aspirations for the time after the current qualification phase? How can you realise these ideas resp. what career prospects are there? I am happy to share my assessment which career paths I can envision for you, also in view of your abilities. Which further training courses or other measures could additionally make sense during the qualification phase or to prepare for your further professional career?*
- b. *Are there possibilities for you to prepare for this career path already before the end of the qualification phase? – Which free space and support are needed here? – Which advice centers / contacts could help? – Could the network of the supervisor's colleagues possibly be helpful here?*

## **9. Prospects**

**planning the next review / meeting and saving the results**

- a. *For when or which period of time should we arrange our next meeting?*
- b. *Are there things that we should discuss / deal with / complete before?*