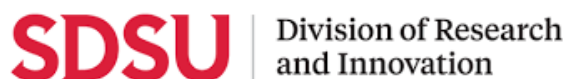


Individual Development Plan



Date:

Scholar name:

Mentor name:

Department:

Your postdoctoral training is a period of growth towards your career **in or outside academia**. There is no single prescribed path to postdoctoral success and this document is designed to support all pathways and trajectories.

The Individual Development Plan (IDP) is meant to:

- Help you to reflect on your goals
- Make plans to realize these goals, and
- Address challenges that may arise along the way.

This will require reflection on your part and collaboration with your mentor and others. In all cases, maintaining a **healthy relationship and clear, open communication with your PI** will be key to **optimizing your training and research experience**.

The following provides some guiding questions that can facilitate an initial discussion of goals and objectives and assess the immediate training needs for a postdoctoral scholar.

Postdoc: complete Parts I to IV and attach your updated CV. Provide both documents to your PI at least 3 days in advance of scheduling your initial mentoring meeting.

Faculty Mentor and Postdoc: discuss Parts I to III and develop action steps towards progress. Collaborate and coordinate on the action plan in Part IV.

PART I: SELF-APPRAISAL

Describe your greatest **accomplishments** (papers, presentations) that you feel contribute to a successful start of your postdoc appointment. What skills do you think you are bringing to the lab/research group/department (Communication, teamwork, techniques, management, leadership, etc.)? If you are changing fields, consider how your prior experience might be applied.)

- 1.
- 2.
- 3.
- 4.
- 5.

What new areas of learning and growth would you like to develop in the six months/year (e.g., learning a new technique, grant writing, developing presentation skills, etc.)? Which of these areas could be addressed in the next 3, 6 or 9 months? Be as specific as possible, including how you would like to accomplish them.

- 1.
- 2.
- 3.
- 4.
- 5.

PART II: CAREER GOALS

Describe your **long-term goals**, as you see them today

a. **Research Goals:** What specific area(s) of research do you wish to explore during your postdoctoral training? With which specific methods or approaches would you like to gain familiarity or gain expertise?

1.

2.

3.

b. **Professional Development Goals:** What professional skills would you like to acquire during your training? Examples might include: public speaking, grant writing, manuscript preparation, teamwork, personnel management, teaching, mentoring, etc.

1.

2.

3.

4.

5.

c. **Career Goals:** What are your first and second choices of long-term careers--i.e. what position do you hope to hold 10 years from now?

Plan A:

Plan B (if you have an alternate path):

Indicate relative enthusiasm for each choice. You might also want to reflect on the primary factors driving these goals (e.g., personal interest in specific research area, teaching, business, government, writing; geographic priorities; work/life balance, dependent-care commitments; financial objectives; position in home country; immigrating to the US; etc.).

Part III: OBJECTIVES

For each goal above, specify 2 to 5 **shorter-term objectives** that are important to achieving that goal. These objectives may include mastery and application of technique that is applied to the condition of interest. For example, one objective could be "To apply protein arrays to study human SLE." Other objectives could include: to participate in a University committee, or apply for a policy internship, or take specific courses/professional development opportunities by a certain date.

- a. **Research objectives related to your Research Goals:** Examples include: a professional development course, meeting or workshop attendance (specify if possible); a fellowship or grant application; an anticipated publication (list tentative title if appropriate). Make sure to include objectives in the coming year or longer-term objectives, and a relative timeline for each objective (i.e. are these objectives dependent on each other? Do some make sense to approach immediately, while others make sense to delay?)

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- b. **Career/Professional Development Objectives Related to Career Goals:**

For example, courses, meeting or workshop attendance. (Specify if possible); teaching/mentoring; service opportunities. Check out the SDSU Postdoc google group for current schedule of events

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Part IV. Creating an Action Plan

Some scholars find it helpful to create an action plan or timeline. Here you can find prompts/questions that can help you draft an action plan or timeline that you can discuss in collaboration with your mentor.

As you develop your action plan, consider the following questions. In your responses, strive to make the objectives specific, measurable, behavior focused, and within a specific time frame (e.g., I will attend my professional society's **pre-conference** workshop on grant writing this year). **Remember: an IDP is a living document, and the plans/goals within should be revisited throughout the year.**

What are your major milestones for this year (or semester)?

List any **activities** which you believe can support your professional/career goals in the coming year.

Do you have guaranteed **funding** for the next year? If not, what back-up plans are in place?

Are there **specific actions** that you and/or your mentor can undertake that will support your success (e.g., modify working styles, meetings to discuss progress, networking opportunities)?

What are the specific goals or achievements that you and your mentor should discuss and revisit before your next annual meeting?