



Postdoctoral Associate Individual Development Plan Templates

The initial *Individual Development Plan (IDP)* is designed to facilitate reflection on and documentation of your accomplishments, goals, and your plans to achieve your goals. It will also help you anticipate challenges. The annual update to your IDP will facilitate reflection on your postdoctoral fellowship and documentation of your accomplishments and impacts enroute to achieving your goals. The IDP also facilitates communication with and coaching from your sponsor/mentor.

The initial IDP must be completed within three months of the start of your postdoctoral fellowship.

Do the following:

1. Complete the IDP using the following template.
2. Schedule a meeting with your sponsor/mentor to review the IDP.
3. Share the completed IDP with your sponsor/mentor in advance of the meeting.

Part 1: Self-Assessment (Identify your past accomplishments and existing skills, talents and abilities that position you for success.)

1. Past accomplishments. Identify your past accomplishments that will contribute to the success of your postdoctoral training (e.g., publications, presentations, patents, grants, honors/awards, involvement in professional associations, courses taught). Identify how these accomplishments will contribute to your success.

2. Skills, talents and abilities. Identify the skills and talents you have that will contribute to the success of your postdoctoral training (e.g., professional and creative writing, presentation and public speaking skills, time management). How will your postdoctoral training help you to improve and/or build upon these skills and talents?

3. Expected learning and skill development outcomes. What are you hoping to learn and what skills you are hoping to develop through your postdoctoral fellowship? Indicate when you expect to address each area of learning or development and how you would like to accomplish them. Be as specific as possible.

Part 2: Career Goals (Describe your vision for the future and your long-term goals that will help you achieve that vision.)

1. Career Goals. What are your career goals? What position would you like to hold after the completion of your postdoctoral training? How will you use the postdoctoral training to help you achieve that position? What other types of positions have you considered? Indicate the degree to which you are enthusiastic about each and how the postdoctoral training could help prepare you for them.

2. Job Search. When do you anticipate beginning a job search? What issues might affect the timing of your job search?

3. Research Goals. What specific areas of research do you wish to pursue during your postdoctoral training? Which research methods or approaches would you like to develop expertise in?

4. Professional Development Goals. What professional skills would you like to develop during your postdoctoral training? What experiences do you think you will need to develop these skills? Be as specific as possible with your plan for developing these skills.

5. Vision for the future. What are the primary factors driving your vision for the future and the goals you have identified above? Motivating factors could include personal interest in a particular research area, teaching skill, desire to have an impact, financial security, family concerns, place where you want to live and work, etc.

Part 3: Objectives (Identify the activities that will help you achieve your vision and professional goals identified above).

1. Research experiences. List those activities and experiences that you expect to build into your postdoctoral training that will help you achieve your research goals. Be as specific as possible.

2. Professional development experiences. List those activities and experiences that you expect to build into your postdoctoral training that will help you achieve your professional development goals. Be as specific as possible.

3. Other experiences. List any other activities and experiences that you would like to build into your postdoctoral training that will help you achieve your career aspirations. For example, teaching a course, attending conferences or workshops, submitting papers for publication, writing and submitting grant applications, contributing to research teams, etc. Be as specific as possible including listing titles of workshops, trainings or meetings you would like to attend, working titles of papers, etc.

Part 4: CV



Attach your current CV.