

Individual Development Plan for Postdoctoral Fellows Johns Hopkins University School of Medicine

An Individual Development Plan (IDP) is an integral part of mentoring. However, the mentoring process should be ongoing, active and driven by the mentee. In preparation for the meeting to discuss the IDP, both postdoctoral fellow and PI should fill out the form. The outcome of the meeting should be a series of agreed upon action items with a reasonable timeline for implementation which should be summarized on the form. Both mentor and mentee should keep documentation of the meeting. The details of the meeting and the completed IDP worksheets should remain confidential. In particular, the completed IDPs are only for the use of the postdoctoral fellow and his or her PI. The goal of the IDP is to facilitate a free and candid exchange so that significant issues can be discussed, but it is not intended for use by other individuals or by the institution. The meeting should occur annually, and if agreed upon, more frequently. The following is a suggested list of topics, created primarily to help facilitate the mentoring process:

Summary of what to prepare for the meeting:

1. CV

(We recommend a 2-page limit on document covering items 2-4)

Postdoctoral CV format:

https://drive.google.com/file/d/0B_wrvHF2rx6Na0NET2NlcjB4eIU/edit?usp=sharing

2. Vision for Long-Term Career Plans (one paragraph)

Indicate whether diverse careers are being considered, and what types of diverse careers are under consideration. The postdoctoral fellow should utilize resources at myIDP:

<http://myidp.sciencecareers.org/>

This online tool allows the postdoctoral fellow to examine his or her skills, interests and values and provides advice on diverse career paths.

3. Assessment of Skills

Provide an assessment of skills and identify both strengths and areas for improvement.

Examples include:

- Skills and knowledge in the specialty of interest
- People skills; interactions with colleagues, collaborators
- Networking; leadership or committee memberships (eg. JHPDA)
- Skills as a teacher
- Presentation skills
- Grant writing skills
- Time management skills
- Work/life balance

4. **Progress Report**

List your achievements over the last year. Examples include:

- New research techniques
- Experiments performed
- Manuscript writing/grant writing
- Meeting presentations
- Improvements in interpersonal or networking skills

5. **Short-Term and Long-Term Goals**

Discuss short-term and long-term goals regarding your research and formulate plans including a timeline. Examples include:

- Additional research skills & techniques needed
- Sets of experiments
- Manuscript writing
- Grant writing
- Course work or continuing education
- Presentations at meetings
- Collaborations with other research groups, both within and outside the institution

6. **Career Plans**

Discuss career plans, the expected time frame of the postdoctoral training period and plans for transition to the next career stage. Examples include:

- Discussion and awareness about diverse careers
- Professional development classes (eg. Professional Development Office)
- Networking: can the mentor help?
- How can the postdoctoral work best transition from the PI's research goals to an independent research plan?
- Strategy for job applications

7. **Other Possible Points of Discussion:**

- Plans for more regular meetings with PI
- Should other mentors be involved?
- Is the interaction with other lab members/collaborators going well?
- Is the Center/Department providing the necessary support?
- Are there any concerns to be discussed?

8. **Summary**

Summarize agreed upon major plans to be implemented before the next meeting. Set a timeline for the next meeting(s).

Postdoctoral Fellow's name and signature:

Date:

Principal Investigator's name and signature:

Date: