

Individual Development Plan

1. What is an Individual Development Plan (IDP)?
It is a tool to help trainees succeed in their professional development by helping achieve both short & long-term career goals. It will help you identify career goals based on the skills that best suit you and will show areas where there is room for improvement. You will develop a plan to acquire the skills needed to complete your professional goals.
2. When will my IDP need to be completed?
The first page of the IDP will need to be completed within your first 30 days as an employee. The following pages are a self-assessment on different topics where you can document both strengths and areas of improvement; this is can be ever-changing. Ideally, you could share this with your mentor during your annual review meeting.

First Step - Self-Reflection:

1. **Do a self-assessment of your current skills, knowledge areas, talents, strengths & passions.** Some optional existing tools to help with self-assessment are:
 - a. AAAS tool (science based but broadly applicable for research):
<http://myidp.sciencecareers.org>
 - b. Strengths Finder (online assessment to discover what you naturally do best)
 - c. Team Science 101

Conducting a self-assessment is a critical part of career planning, it is important to take a realistic look at what you are currently doing well. Involve your mentors, colleague, family & friends by asking them to help identify strengths/areas that can be approved upon.

“What I learned?” Use the space below to write down the most important thing you learned about yourself in the various self-assessment tools mentioned above.



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2. List your personal strengths:

3. How can you use your skills/strengths to contribute to the success of your postdoctoral or graduate training?

- a. What type of work would give you the greatest satisfaction/reward?
- b. What is important to you in a career?

4. What knowledge, skills and abilities do you currently have? How do these match your current career interests?

5. Based off what you have already accomplished, what knowledge or skill set would you like to develop? (1-2)

6. What approach (course, book, reading, etc. will you use to develop that skill? When will you do it by? Specify a completion date.



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7. Use this table to record your goals and how you will achieve your goals through engagement in learning activities and experiences that support development of competencies and skills. Identify how you will assess progress toward your goals and who can support you as you work to achieve your goals.

Individual Development Plan

Goals	Competencies and Skills	Activities and Experiences	Assessment of Progress	Mentors and Their Roles
Long-term 1.				
Intermediate-term (1 - 5 years) 1. 2. 3.				
Short-term (6 months to 1 year) 1. 2. 3.				
Immediate (1 to 6 months) 1. 2. 3.				



Annual IDP Progress Report

Trainee Name:

Faculty Mentor Name:

Part 1: Research Progress – Trainee Section

1. Describe your research progress during the past year. Note any accomplishments such as publications, fellowships, teaching, mentoring, patents, and clinical activities.

2. Describe your research goals for the upcoming year.



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Part 2: Career and Professional Development – Trainee Section

1. Have you completed a self-assessment of your professional skills and interests?
Already completed ____ In progress ____ None ____
2. Do you know your anticipated career path?
Yes ____ No ____
If no, I will decide in: 6 months ____ 1 year ____ 2 years or beyond ____
3. When do you think you will be ready to look for your next position?
Now ____ Within 1-2 years ____
Within 6-12 months ____ 2+ years ____
4. List any career and professional development activities completed in the past year, including workshops, informational interviews, networking, job interviews, etc.



5. State any career and professional development activities planned for the upcoming year.

6. What are some ways that your faculty mentor can help you with your career goals and hold you accountable?



Part 1: Research Progress – Faculty Section

B. To be completed by the faculty mentor.

1. Please rate your postdoc’s performance over the past year.

Research Measure	Not applicable	Requires Further Development	Meets Expectations	Exceeds Expectations
Technical expertise				
Knowledge of the literature				
Research productivity				
Research quality				
Degree of research independence				
Overall effort				

2. Please comment on any notable achievements over the past year and/or areas of concern that the trainee should address in the coming year.



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Part 2: Career and Professional Development – Faculty Section

1. Please rate your trainee's current skills.

Research Measure	Not applicable	Requires Further Development	Meets Expectations	Exceeds Expectations
Writing Skills				
Presentation Skills				
Classroom Teaching				
Mentoring in the lab				
Interpersonal skills				

2. Has your trainee discussed her/his career plans with you?

Yes _____ No _____

3. When do you think your trainee will be ready to be on the job market?

Now ____ Within 1-2 years ____
 Within 6-12 months ____ 2+ years ____

4. Add any comments on your trainee's career plans or career and professional development activities:

Signature of Trainee: _____

Date: _____

Signature of Faculty Mentor: _____

Date: _____