**Individual career development plan template**

**(Sample template)**

**Introduction:**

An Individual Development Plan (IDP) is a set of research, professional, and career development strategies to help you achieve success. The IDP is comprised of the following sections:

**Section I: Research objectives, plans and expectations**

**Section II: Professional and career development objectives** (optional)

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| **The role of the IDP** | |
| * **Empowers you** to take ownership of your path through a process of self-reflection, assessment, and goal setting. * **Facilitates conversations** with supervisors, allowing you to verify expectations and seek feedback and guidance for research and career progression. * **Creates realistic road maps** for long-term goals, short-term deliverables, progress milestones, and career development. * **Helps identify resources, strategies, and mentors** for targeted research and career goals. | |
| **Role of the intern/fellow in the IDP** | **Role of the supervisor/mentor in the IDP** |
| * Establish short-term research objectives, action plans and timelines for research progress * Clarify and document short-term research objectives * Identify professional and career development objectives; establish goals, action plans and timelines for progress * Create a plan for establishing and engaging a   mentoring network and professional  references | * Foster a positive and supportive environment for the sharing of constructive feedback * Discuss research objectives and expectations; help prioritize goals to achieve research milestones * Create an open dialogue to help interns/fellows align goals, skills, and interests with potential career paths * Help interns/fellows connect with resources and networks to advance research and career development goals |

**Intern/fellow Individual Development Plan (IDP)**

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| Name: | | | Department: | |
| Date: | | Mentor/supervisor: | | |
| **Section I: Research objectives, plans and expectations**   1. Schedule a meeting with your mentor/supervisor to discuss Section I and to review the document if desired. 2. Make revisions, as necessary. 3. Once revisions are complete, you and your supervisor/mentor will sign and date Section I D. 4. See your supervisor/mentor to discuss proposed revisions to the document if desired or as supervisor/mentor requires. | | | | |
| **A. What are your short-term research objectives?** | | | | |
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| **B. What is your plan to achieve these research objectives?** | | | | |
| Research goal(s) | Action step(s) | | | Timeframe |
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\*With all goal setting, make sure goals are **SMART**—**S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound

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| **C. Additional goals and expectations during the academic appointment**  Jointly with your supervisor/mentor, summarize any additional goals and expectations for your academic experience, such as publications, presentations, manuscripts, grant/fellowship applications, conference attendance, etc. If applicable, include required expectations of any sponsoring grant or contract. |
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| **D. Signatures** |
| I certify that I have reviewed Section I with my supervisor/mentor.  X  Intern/fellow signature  Printed name Date  I certify that I have reviewed Section I with my intern/fellow.  X  Supervisor/mentor signature  Printed name Date |

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|  | **Section II: *(optional)* Professional and career development objectives** | | |  |
| *To help identify and define short-term and long-term career and professional objectives, self-assessment tools are recommended. See* *Appendix I for more details.* | | |
| **A. Identify career objectives**  Select two different career objectives that match your skills and strengths. | | | | |
| Career objective 1: | | | | |
| Career objective 2: | | | | |
| **B. Set professional and career development goals\***  Identify short-term goals to map out steps to achieve your long-term career objectives. | | | | |
| Professional and career development goal(s) | | Action step(s) | Timeframe | |
|  | |  |  | |

\*With all goal setting, make sure goals are **SMART**—**S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound

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| **C. Set goals\* to establish and maintain a mentoring network**  Establishing and maintaining a professional network beyond your primary advisor (supervisor/mentor) is important for success. Potential mentors can include peers and near-peers (other intern/fellows), family, friends, former classmates, former employers, former professors, current professors in your department, professors in other departments, and professionals in your field. Remember, you should be thinking of building a team of mentors. No one individual will share all your values and provide all the components you need to be successful. When identifying potential mentors, consider:   1. How might this individual contribute to your professional development? 2. What strategies would help you establish and maintain a relationship with this individual? | | |
| Identify areas in your life and career preparation that would benefit from mentorship. | Who could provide this mentorship? | What are your action steps to engage and maintain relationships with your mentors? |
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With all goal setting, make sure goals are **SMART**—**S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound

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| **D. Establish professional references**  Your job search will be highly influenced by references who can offer specific information about your research and professional skills. Who will these references be and how will you ensure that these individuals will have enough information to provide a thorough reference? | | |
| Reference | Which of your skills can this reference talk about? | Strategy to inform and update your reference on your annual progress |
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| PERSONAL GOALS |
| Record your top short-term and long-term work-related goals. Use all the information gathered from your personal assessment of skills and career possibilities to establish achievable short-term and long-term goals. |
| Short-term goal (one-year plan) |
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| Long-term goal (five-year plan) |
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