

Training and Career Goals Progress Report

This document is designed to help you think about what you are learning and how you are developing professionally. Please complete this report with a reflective assessment of your current progress and the plans that you have for reaching both your short- and long-term career goals. Note that some questions may not apply depending on your stage of training.

The annual progress reports are designed to provide an ongoing documentation of your progress towards career goals and should be developed through coordinated discussions with your mentor(s) and/or thesis advisor and you should revisit this document at least annually. Your answers should form the basis for discussion with faculty as well as your own self-reflection. You must share this report with your thesis committee at least once annually to assist them in providing advice on the resources that will help you achieve your goals at Tufts and beyond.

This document contains five sections: 1) Questions about short-term training goals; 2) Action plans to achieve your short-term goals; 3) Questions about long-term training goals; 4) Action plans to achieve your long-term training goals; 5) Questions about your long-term career goals.

If you are a Mac user, use this form with Adobe Reader; it will not work properly in Preview.

SECTION 1 - SHORT-TERM TRAINING/EDUCATION GOALS

Each response should be a brief paragraph or a list of bullet points.

What have you learned in the past year that modified your goals?

What specific data or evidence do you need to write a manuscript, chapter or other form of publication on your current research?

What would enable you to present your findings in a public forum?

Are there funding opportunities you should pursue? (If yes, describe in Section 2)

Are there teaching or other career development goals you want to pursue? (If yes, describe in Section 2)

If you are taking courses, how are they applicable to your goals?

Did the IDP identify any gaps in your training that are still unmet?

SECTION 2 - SHORT-TERM PLANS (NEXT YEAR) AND NEEDS FOR IMPROVING CAREER PREPAREDNESS

Use your answers to the questions in Section 1 to complete your action plan in Section 2.

What goals would you like to meet and/or what skills need to be learned?	How are you going to do this? (List any desired training, courses, presentations, etc)	When are you going to do these things?	Estimated date of completion	Actual date of completion

SECTION 3 - LONG-TERM TRAINING/EDUCATION GOALS

Each response should be a brief paragraph or a list of bullet points.

What are your long-term objectives for research and scholarship?

What approaches/techniques/background will you need to achieve these objectives?

What achievements and experiences would enhance your likelihood for success?

SECTION 4 - LONG-TERM PLANS AND NEEDS FOR CAREER PREPAREDNESS

Use your answers to the questions in Section 3 to complete your action plan in Section 4.

What skills or tools are necessary? (technical skill, teaching, communication skills, networking, supervisory & leadership experience; demonstrated ability to secure funding)	How are you going to accomplish your goals? (List any desired training, courses, presentations, etc)	When are you going to do these things?	Estimated date of completion	Actual date of completion

SECTION 5 - LONG-TERM CAREER GOALS

Each response should be a brief paragraph or a list of bullet points.

What is important to you in a career?

What type of work do you want to do?

What type of role would you like to play in an organization?

How will your objectives inform or assist you in achieving your career goals?

What have you done toward searching for your next position?

What would help you in this search?