How to complete your Annual Individual Development Plan (IDP) and Evaluation:

1. You and your mentor should create a career plan (or “Individual Development Plan”) that provides a path for skills development, sets career goals, provides metrics by which success of the plan can be measured, and outlines an exit strategy for you at the end of your postdoctoral training. Additional resources are available at: <http://postdoc.aa.ufl.edu/resources/for-pis/postdoctoral-associates-appointments-policy/>.
2. Review the Annual Individual Development Plan and Evaluation template below. You and your mentor may expand upon this IDP. The intent of the annual IDP is to reflect on this year’s accomplishments, plan and discuss action plan for the upcoming year, and is an opportunity for your mentor provide feedback and evaluation to prepare you for your desired career.
3. Schedule an annual meeting with your mentor and plan to meet annually at this time of the year.
4. You and your mentor may decide for you to complete the IDP ahead of your meeting.
5. You and your mentor will meet to go over your curriculum vitae, IDP and provide feedback/evaluation.
6. IDP is a living document and may be revisited throughout the year for adjustments and as a reminder of goals you set in motion with your mentor.

Part I. Curriculum Vitae:

1. Attached a current copy of your curriculum vitae (CV).

Part II. Progress Review:

1. Overview of research progress in past year.
2. Overview of activities, accomplishments, recognition in the past year.
3. Did you encounter any unexpected obstacles? If so, what did you learn from it?

Part III. Goals:

1. Research Goals: What are your goals for your research project this next year? What training/skills would you like to gain to prepare you for your next position? Are there specific methods/approaches you would like to gain familiarity with and/or become an expert it?
2. Professional Development Goals: What professional skills would you like to acquire this next year?
3. Career Goals: What position are you interested in pursuing following your postdoctoral training? What is your desired career? When do you plan to begin your job search?

Part III. Objectives:

1. Research Objectives: List of 1-3 activities to assist in achieving research goals. Are there anticipated publications? If so, include planned title, journal, and approximated submission date. Are there fellowship or other funding applications planned? If so, include name of award and due date.
2. Professional Development Objectives: List of 1-3 activities to assist in achieving professional goals. Are there meetings, conferences, or workshops you plan to attend this next year? Are there teaching or course work activities planned for the next year? What new opportunities will help prepare you for your desired career?

Part IV. Evaluation/Feedback and Action Plan for Next Year

1. Developed jointly by you and your mentor. Action plan should directly relate to your professional goals following your postdoctoral associate appointment at the University of Florida.
2. List goals you and your mentor have agreed for you to pursue in your training.
3. List new activities you and your mentor have agreed for you to participate in to help you towards your goals.
4. Is there guaranteed funding for the next year? If not, what plans are in place?
5. Your mentor will provide feedback throughout this meeting to help guide and support you during your postdoctoral training.
6. Mentor will provide written feedback/evaluation of performance/skills/accomplishments over the past year.