How to complete your initial Individual Development Plan (IDP):

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/postdoc-associate-appointment-policy/>.
2. Review the initial Individual Development Plan template below. You and your mentor may expand upon this IDP. The intent of the initial IDP is to encourage you to self-assess, set goals, and propose activities to achieve those goals with your mentor to prepare you for your desired career.
3. Schedule a meeting with your mentor within your initial three months to go over your initial IDP, obtain feedback, and create an action plan for the next year.
4. Continue to utilize this IDP as a resource for the next year. It is a living document and likely will evolve over the year. Track your accomplishments, take note of new goals and proposed activities, and continue to meet with your mentor as needed.
5. As you near the end of your first year, schedule an annual meeting with your mentor to complete an Annual Individual Development Plan and Evaluation.

Part I. Self-Assessment:

1. What areas of learning and growth would you like to develop in the next year? Which of these areas could be addressed in the next quarter?
2. How would you like to accomplish these goals in the next quarter and/or over the next year?

Part II. Career Goals:

1. Research Goals: What specific area(s) of research do you wish to explore during your postdoctoral training? 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 during your training?
3. Career Goals: What are your long-term career objectives? What position are you interested in pursuing following your postdoctoral training?

Part III. Objectives:

1. Research Objectives: List of 1-3 activities to assist in achieving research goals.
2. Professional Development Objectives: List of 1-3 activities to assist in achieving professional goals.

Part IV. Feedback and Action Plan for Next Year

1. Developed jointly by you and your mentor.
2. List goals you and your mentor have agreed for you to pursue.
3. List activities you and your mentor have agreed for you to participate in.
4. Is there guaranteed funding for the next year? If not, what plans are in place?
5. Mentor will provide feedback/evaluation as applicable.