

IDP for USC Postdoctoral Scholars *in the SCIENCES*

Individual Development Plan (Step 2)

Write an IDP

The IDP will set a course for your postdoctoral appointment that will match your skills to your career ambitions. Of course, since your skills and goals will almost certainly change over time, the IDP will be an evolving document that you will return to with your mentor over the course of your appointment. The purpose of the document is to build upon your current strengths by identifying areas for development and crafting a plan to address those areas. You should work with your faculty mentor(s) to agree on a development plan that will allow you to be productive while positioning you to be successful in your chosen career. The specific objectives of an IDP ideally are to:

- Identify specific skills that you need to develop in order to meet your goals.
- Identify a project and necessary level of commitment to match your abilities and career ambitions.
- Define the approaches you will take to attain the goals you have set and to obtain the skills you need to acquire or build upon.
- Receive honest feedback from your mentor to help you set realistic goals.
- Define milestones for goal acquisition.

Some questions that may want to be considered to facilitate Mentor and Mentee Interaction

- What type of assistance does the mentee want from the mentor?
- What expectations do the mentor(s) have for the mentee?
- What expectations does the mentee have for the mentor(s)?
- How often, when, where, and how long will you meet?
- Who will be responsible for scheduling the meetings?
- Who will create meeting agendas and topics to discuss?
- What will be the ground rules for discussion (e.g. confidentiality, candor, openness)?

Notes for Mentor(s): Please identify available, emerging and alternative career opportunities - in addition to, acquiring/enhancing your knowledge of current job trends.

Meetings and conversations with your mentee(s) should be private and distinct from regular research-related/specific meetings. Provide honest and constructive feedback in guiding your mentee(s) in the creation of a viable and sustainable IDP.

Establish a progress review process that allows for documentation, regular meetings, and change of plans/goals.

IDP Form

This form is intended to be shared with your mentor(s). It should include accomplishments and goals in each of the six core competencies, and other areas as desired. It should be considered a draft, initially, and shared with your mentor(s) for their input. After meeting and refining the IDP, both you and your mentor(s) should sign the document. It may be revised as needed, but you and your mentor(s) should meet to discuss it at least on an annual basis.

Information

Postdoc Name	<input type="text"/>
Department	<input type="text"/>
Mentor Name	<input type="text"/>
Department	<input type="text"/>
Date	<input type="text"/>

Long & Short-term Career Goals

Discipline-specific Conceptual Knowledge

Accomplishments from last year

Goals for the coming year

Professional/Research Skill Development

Accomplishments from last year

Goals for the coming year

Communication Skills

Accomplishments from last year

Goals for the coming year

Professionalism

Accomplishments from last year

Goals for the coming year

Leadership & Management Skills

Accomplishments from last year

Goals for the coming year

Responsible Conduct of Research

Accomplishments from last year

Goals for the coming year

SIGNATURES *(required)*

By signing this form the postdoctoral scholar and their mentor(s) certify that they have discussed the Individual Development Plan and have agreed on shared priorities for the coming year.

Postdoctoral Scholar Name & Signature

Date

Mentor Name & Signature

Date

Co-mentor Name & Signature

Date