

## **Individual Development Plan Postdoctoral Fellows and Research Associates in the SOM**

**GOAL:** The goal of the UVA SOM Individual Development Plan (IDP) is to provide a platform upon which trainees (1) can explore and define career goals, 2) work with the mentor and/or advisor(s) to develop an individual training plan that meets the requirements of the training program while supporting progress towards the trainee's career goals; and 3) track progress in the training program.

**TRAINEE:** The SOM IDP is required of all NIH-supported postdocs (training grant or other NIH extramural funds), and strongly encouraged for all other postdocs.

### **ELEMENTS OF THE UVA SOM IDP:**

1. **myIDP** (<http://myidp.sciencecareers.org>) – **trainee:**

This web-based platform has been developed to help trainees “explore career possibilities and set goals to follow the career path that fits [them] best.” Trainees will set up an account and work independently to **complete myIDP**. The **summary sheet** from the myIDP website should be printed and used as a platform for ***discussion with the mentor and/or one or more advisors***.

**\*\*This meeting should take place *no later than October 31 of every year in the program.***

2. **Annual Performance Evaluation and Goals** – **trainee and mentor:**

This evaluation should be completed independently by both the trainee (***self evaluation***) and the mentor (***mentor evaluation***), after which the trainee and mentor will meet to discuss their respective evaluations.

**\*\*This meeting should take place *no later than October 31 of every year in the program.*** If a postdoc begins their appointment in July, August, or September, they need to only complete the first component of the IDP process during their first year.

### **DOCUMENTATION OF COMPLIANCE:**

An IDP certification form should be completed by the trainee with appropriate signatures and submitted to the Office of Graduate and Postdoctoral Affairs (<http://postdoc.virginia.edu/idpsubmit>) **no later than October 31 of each year in the program**. Training Grant administrators may also require copies of the certificate. Copies and/or verification of completed certification forms may be requested by email to [postdoc@virginia.edu](mailto:postdoc@virginia.edu).

## **ANNUAL PERFORMANCE EVALUATION AND GOALS**

Questions 1-4 to be filled out separately by the trainee and the mentor.

Questions 5-10 to be filled out by the trainee.

(Answer in the space below and continue on a separate sheet if necessary)

1. How do you feel your project is progressing? What new data have you generated in the last year and how do they advance your project or lead you in new directions?
2. How would you rate the quality of your performance and why?
3. How would you rate your productivity? Do you consider yourself to be on target for completion of your training and launching a successful career?
4. What experiments are needed for you to complete a publication? Are there obstacles to completing these experiments?
5. What would you consider to be your most significant growth area in the past year? Are there factors that are impeding your progress, and if so, what can be done to address those problems?

6. What, if any, fellowships are you applying to?
  
  
  
  
  
  
  
  
  
  
7. What activities outside of the lab are you pursuing to boost your skills and/or career options?
  
  
  
  
  
  
  
  
  
  
8. How are you going about developing connections with individuals who can help you develop your professional skills and marketability? Can you identify individuals who can help you better establish these connections?
  
  
  
  
  
  
  
  
  
  
9. When do you expect to complete your postdoctoral appointment/extension? What do you feel you have left to accomplish to meet that goal? Include detail of new skills, techniques, and/or abilities to be acquired and career-related milestones to be accomplished to meet that goal. Such goals should be specific, with measurable accomplishments.
  
  
  
  
  
  
  
  
  
  
10. What are your long-term professional goals? Do you feel that your current IDP and training activities are optimized to achieve these goals? If not, what needs to be improved or changed?

**ANNUAL PERFORMANCE EVALUATION AND GOALS (Continued)**  
**(to be filled out by trainee and mentor)**

Use this worksheet to assess and identify skills that you would like to target in the coming year. Ask your advisor to fill out the same form and then meet to discuss your respective responses. An honest self-assessment and discussion will help you set your training goals.

	Mark your perceived current performance level			Target for this yr
	Weak 1	2	Strong 3	
<b>RESEARCH SKILLS AND SCIENTIFIC THINKING</b>				
Broad-based knowledge of science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Critical reading of scientific literature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Experimental design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Statistical analysis and interpretation of data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Creativity and innovative thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Time management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Overall research productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<b>COMMUNICATIONS</b>				
Scientific writing (grant proposal or publication)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Grammar and sentence structure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Speaking to an audience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Communicating one-on-one	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Upholding commitments and deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
English fluency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Working with constructive criticism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Identifying and seeking advice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

## INDIVIDUAL DEVELOPMENT PLAN CERTIFICATION

“NIH ...strongly encourages institutions to develop and use IDPs for graduate students and postdoctoral researchers supported by NIH awards, regardless of their position title” (NOT-OD-14-113).

The UVA SOM IDP for postdocs has the following components:

1. **myIDP** (<http://myidp.sciencecareers.org>) – the trainee should complete the web-based myIDP, print out the summary sheet, and discuss the results with a mentor and/or one or more advisors.
2. **Annual Performance Evaluation and Goals** – trainee and mentor independently fill out a performance evaluation and then meet to discuss.

Please execute the following:

1. Complete an IDP on the myIDP site (<http://myidp.sciencecareers.org>), print out the summary sheet, and discuss the results with your mentor. Have the mentor(s) sign below.

Mentor: \_\_\_\_\_ Date \_\_\_\_\_

2. Complete the “Annual Performance Evaluation and Goals,” remind your mentor to do the same, and meet to discuss your respective assessments. Student and mentor should sign below.

a. Trainee: \_\_\_\_\_ Date \_\_\_\_\_

b. Mentor: \_\_\_\_\_ Date \_\_\_\_\_

Print/Type Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Once complete, please upload this certification form to <http://postdoc.virginia.edu/idpsubmit>  
Please do **not** include the annual performance evaluation and goals.