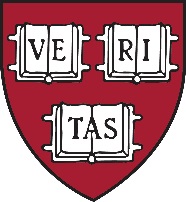
Annual Meeting

Individual Development Plan



**Office of Postdoctoral Affairs**

**Faculty of Arts and Sciences**

**Harvard University**

**Date:**

**Postdoc name:**

**Mentor name:**

**Department:**

The following template provides some **guiding questions that can facilitate an annual career progress and mentoring meeting between the postdoc and their faculty mentor**(s).

* **Postdoc**: Complete Parts I to III and attach your updated CV. Provide both documents to your faculty mentor(s) in advance of scheduling your meeting.
* **Postdoc and Faculty Mentor(s):** discuss Parts I to III, review goals and objectives and think of action steps towards progress. Discuss with your mentor(s) and complete Part IV together: outlining action steps and activities you agree to do towards making progress and meeting stated goals and objectives.

**Part I: Overall Progress—Review of the last Year**

1. Briefly review your major **accomplishments** in the past year (e.g., **publications**, patents, honors or awards, grants or fellowships):
2. Briefly review your research **progress** in the past year:
3. In what other activities—e.g. coursework/training, teaching/mentoring, professional/career development, grant/manuscript writing—have you been involved? Have you been satisfied with the balance of these activities?
4. Do you expect this balance of activities to change in the coming year? If so, how?
5. Which experiences in the past year have been most valuable to you, your research, and/or your professional goals?
6. Did you accomplish all that you agreed on doing with your mentor under the **Action Plan** during your initial meeting? If not, what parts of the plan did you not accomplish and why?
7. Describe any unusual unanticipated challenges you experienced this year in trying to accomplish your goals. What actions have you taken to meet these challenges? How can your faculty mentor help you?
8. **Mentoring** and Professional Collaborations:
   1. How often did you meet with your faculty mentor(s) last year?

How would you rank the frequency of meetings? Too few Just right Too many

* 1. What have you found most beneficial from the mentoring you have received? Is there anything that would improve the mentoring that you receive?
  2. Who are your secondary mentors? Is that person a faculty member? How often did you meet with them?
  3. Do you have collaborators outside of the lab? Please list their names and roles.

**Part II: Goals and Objectives**

1. Refer to your previous discussion with your faculty mentor(s). What changes or modifications took place?
2. List your objectives in the coming year.
   1. Research Objectives:
   2. Professional Development Objectives:
3. What **opportunities** at Harvard and beyond can assist you in reaching your professional/non-scientific objectives? For example, participation in meetings, courses or workshop attendance (identify meeting/workshop and date)?
4. What are your near-term research goals for your postdoctoral training period? Where do you feel you need improvement or additional training? Include any techniques you want to learn, collaborations to pursue, etc.

**Part III: Career Goals**

1. What are your current career goals? Include more than one, if identified.

2. What steps are you taking to enhance your ability to attain these goals? How can your mentor best support you in reaching your career goals?

3. When do you anticipate beginning a job search? Do you feel comfortable with the resources you have? How can your faculty mentor help?

4. What additional training or skills would most benefit you in preparing for your career goals?

**Part IV. Agreed Upon Action Plan for Next Year**

## To be developed jointly by the postdoc and the faculty mentor(s) during or after the discussion.

1. Projected timeline for completing your current postdoctoral projects
2. Projected timeline for your job search
3. List the **activities** in which you and your mentor(s) agree you should participate that will support you in achieving your scientific and professional objectives in the coming year.
4. What additional actions can you and your mentor continue to do, in order to help you be successful?

This IDP is a **living document**, and the goals within should be revisited throughout the year. Are there speciﬁc goals that you and your mentor should discuss before your next annual meeting?

**Part V: Well-Being (optional)**

1. **Research environment**: What features of the lab group or your relationships with colleagues and collaborators are most helpful and supportive to your wellbeing? What concerns could negatively affect your progress?
2. **Stresses**: Do stresses or concerns exist in your personal life that could impact your work? How are things going generally? Are you able to take regular breaks and vacations?
3. **Work-life balance**: What do you do to maintain a balance between your work and life/personal needs? What would you like to continue to do, or do differently next year?