**QB3-Berkeley Individual Development Plan (IDP)**

**ASSESSMENT & REFLECTION QUESTIONS FOR STUDENTS WHO HAVE PASSED QUALIFYING EXAMS** date of your responses \_\_\_\_\_\_\_\_\_

**GOALS IN GRADUATE SCHOOL**

1. What are some of your achievements in the last year, and what milestones would you like to reach in the next? (Consider areas such as scientific knowledge acquisition, research techniques, fellowships/awards, writing/presenting, service to the department, university or community, etc.).
2. Which skills did you develop or strengthen in the last year? (consider broadly defined areas such as those in the [Graduate Student Professional Development Guide](https://grad.berkeley.edu/professional-development/guide/): writing & communication, leadership & management, teaching & mentoring, research & data analysis, professionalism, career exploration & preparation)
3. Describe any unusual or unanticipated challenges you experienced this year in trying to accomplish the goals you set out last year with your advisor.
4. What actions have you taken to meet challenges you have encountered? How can your advisor help you?
5. Many students find it useful to participate in additional training, teaching, conferences, outreach, and other activities. Do you need any help finding opportunities?

**MENTORING, COMMUNITY and WELL-BEING**

1. What features of the lab group and your relationships with colleagues are most helpful and supportive to your wellbeing?
2. How are you influencing the lab environment, community?
3. Is there anything you would like to discuss with your advisor related to the training or lab environment?
4. Your success as a student is linked to your health and wellness. What are you doing to maintain wellness? How do you deal with stress?
5. Is there anything else you would like to discuss with your advisor/mentors at this time?

**CAREER PLANNING**

1. What are your long-term career/professional goals? (What career path do you hope to be on 5-10 years after graduation?). Have your career goals have changed in the past year?
2. What are some factors that currently shape your career goals? (e.g. strengths, skills, interests, values, colleagues, current activities)? (Not sure? Try these quick self-assessment resources from the Career Center <https://career.berkeley.edu/Plan/ClarityKnow>)
3. How confident are you that this career path is the most suitable for you? What would help you gain confidence it is the right fit?
4. What one or two short-term objectives may be important to help further your efforts to explore career options or pursue a specific career choice?
5. What guidance can your advisor or other faculty/staff provide regarding career development and graduate training to best support you? Could you use assistance finding or accessing professional or personal development resources?

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**ANNUAL ACTION PLAN FOR STUDENTS WHO HAVE PASSED QUALIFYING EXAMS**

**(for discussion with your advisor/mentor)** date of your responses \_\_\_\_\_\_\_\_\_

1. List activities in which you and your mentor agree you should participate to achieve your academic objectives in the coming year. When appropriate, indicate dates/time frames for achieving these objectives. For example, in the coming year, what:
   1. Publications do you plan to submit?
   2. Meetings, conferences and workshops do you plan to attend?
   3. Fellowships or other funding applications do you plan to submit?
   4. Collaborations do you plan to establish?
   5. Other professional training or activities do you plan to participate in such as teaching, service, courses, internships, student group leadership?
2. What skills or competencies do you plan to develop or strengthen in the next year?
3. How will you continue career exploration, or start to pursue your identified objectives regarding long-term career goals in the next year? What resources or activities will help you in this process?
4. What additional actions that should be initiated by i) you, ii) your advisor(s), and iii) other mentors in order to facilitate your success? When are you and your mentor going to follow up on your IDP and progress?
5. Are there any specific issues related to your graduate school goals, wellness or career plans that you would like to discuss, or that your mentor can help with?

**Resources  
Graduate Division**

* Graduate Student Professional Development Guide - <https://grad.berkeley.edu/professional-development/guide/>
* Writing Center -<https://grad.berkeley.edu/professional-development/graduate-writing-center/>
* Graduate Student Instructor Teaching & Resource Center <https://gsi.berkeley.edu/>

**QB3-Berkeley Graduate and Postdoc Career Development**

* Assessment of Competencies/Skills and SMART goal setting - <https://qb3.berkeley.edu/wp-content/uploads/2019/09/Competencies-and-Skills-for-QB3-Berkeley-PhDs.pdf>
* Berkeley Initiatives - <https://qb3.berkeley.edu/berkeley-initiatives/>
* Career Fields - <https://qb3.berkeley.edu/career-development-resources/>
* More on IDPs - <https://qb3.berkeley.edu/individual-development-plan/>

**Counseling and Psychological Services (CAPS)**

* Resources for graduate students <https://uhs.berkeley.edu/sites/default/files/cps_gradstudents.pdf>

**Career Center**

* Self-assessment resources - <https://career.berkeley.edu/Plan/ClarityKnow>

**QB3-Berkeley Individual Development Plan (IDP)**

**If you need verification that you accessed, reviewed or completed this IDP**

**please print and sign this page:**

**NAME:**

**Program/Department:**

**Today’s Date:**