

## QB3-Berkeley Individual Development Plan (IDP)

This IDP includes two sections. The first contains assessment questions - for trainee self-reflection and organizing thoughts, ideas and ultimately prioritizing what might be discussed with a research advisor or another mentor. **Sharing the self-reflection portion of the IDP with an advisor/mentor is optional; a trainee may choose to do so if they feel it will help their advisor gain insights into their needs.** The second part of the IDP provides a framework for setting goals and taking actions in the next year. The purpose of this part is to help shape discussions with your advisor/mentor on how to achieve your goals.

### Assessment & Reflection Questions For Students Who Have Passed Qualifying Exams

date of your responses:

#### Goals in Graduate School

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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](#): 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/mentor.

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

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1. What features of the lab group and your relationships with colleagues are most helpful and supportive to your well-being?

2. How are you influencing the lab environment and/or the university/research 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/mentor at this time?

### Career Planning

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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 changed in the past year?

2. What are some factors that currently shape your career goals? (e.g. strengths, skills, interests, values, colleagues, family, current activities)? Not sure? Try these quick self-assessment resources from the Career Center: [career.berkeley.edu/start-exploring/career-essentials/gain-clarity/self-assessment/](https://career.berkeley.edu/start-exploring/career-essentials/gain-clarity/self-assessment/)

3. How confident are you that the long-term career goal or career path that you are considering is suitable for you? What would help you gain confidence it is a good fit?

4. Please list one or two short-term objectives that may be important to help further your efforts to explore career options or pursue a specific career choice.

5. What guidance can your advisor/mentor or other faculty/staff provide regarding career development or graduate training to best support you? Could you use assistance finding or accessing professional or personal development resources?

## Resources

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### Graduate Division

- Graduate Student Professional Development Guide - [grad.berkeley.edu/professional-development/guide/](https://grad.berkeley.edu/professional-development/guide/)
- Writing Center - [grad.berkeley.edu/professional-development/graduate-writing-center/](https://grad.berkeley.edu/professional-development/graduate-writing-center/)
- Graduate Student Instructor Teaching & Resource Center [gsi.berkeley.edu/](https://gsi.berkeley.edu/)

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

- More on IDPS - [qb3.berkeley.edu/individual-development-plan/](https://qb3.berkeley.edu/individual-development-plan/)
- Assessment of Competencies/Skills - [qb3.berkeley.edu/wp-content/uploads/2021/10/Competencies-and-Skills-for-QB3-Berkeley-PhDs.pdf](https://qb3.berkeley.edu/wp-content/uploads/2021/10/Competencies-and-Skills-for-QB3-Berkeley-PhDs.pdf)
- SMART goal setting - [qb3.berkeley.edu/education/career-development/idp/resources/#berkeley-resources](https://qb3.berkeley.edu/education/career-development/idp/resources/#berkeley-resources)
- Berkeley Initiatives - [qb3.berkeley.edu/berkeley-initiatives/](https://qb3.berkeley.edu/berkeley-initiatives/)
- Career Fields - [qb3.berkeley.edu/career-development-resources/](https://qb3.berkeley.edu/career-development-resources/)

### Counseling and Psychological Services (CAPS)

- Resources for graduate students - [uhs.berkeley.edu/sites/default/files/cps\\_gradstudents.pdf](https://uhs.berkeley.edu/sites/default/files/cps_gradstudents.pdf)

### Cal Career Center

- Self-assessments - [career.berkeley.edu/start-exploring/career-essentials/gain-clarity/self-assessment/](https://career.berkeley.edu/start-exploring/career-essentials/gain-clarity/self-assessment/)

**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 advisor/mentor agree you should participate to achieve your academic/professional objectives in the coming year. When appropriate, indicate dates/time frames for achieving these objectives, and any specific resources you might need to support your success. For example, in the coming year, what:

- a. Publications do you plan to submit?
- b. Meetings, conferences and workshops do you plan to attend?
- c. Fellowships or other funding applications do you plan to submit?
- d. Collaborations do you plan to establish?
- e. 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? What resources or activities will you engage with to accomplish this?

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 should be initiated by i) you, ii) your advisor, and iii) other mentors in order to facilitate your success? When are you and your advisor/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 advisor/mentor can help with?

## **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:**