UC Berkeley
QB3-Berkeley Graduate and
Postdoc Career Development

UC Berkeley QB3

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 a mentor or advisor is optional; a trainee may choose to do so if they feel it will help mentors 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 mentors on how to achieve your goals.

Assessment & Reflection Questions for Postdocs

date of your responses

Career Planning

1. What are your long-term career/professional goals (where do you anticipate being in 5-10 years)? 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, family, current activities)? Not sure? Try these quick self-assessment resources from BCE: 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 (or currently pursuing) 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, including an active job search.
5. What guidance can your PI or other faculty/staff provide regarding career development or job searching to best support you? Could you use assistance finding or accessing professional or personal development resources?

UC Berkeley
QB3-Berkeley Graduate and
Postdoc Career Development

UC Berkeley QB3

Goals for Postdoc Position

1. What was your reason for pursuing a postdoc? What were some of your initial goals? Have these goals changed?

2. Please list some of your achievements in the last year, including research progress, and what milestones you would like to reach in the next. (Consider areas such as research techniques, publications, fellowships/awards, writing/presenting, teaching/mentoring, service to the university or community, etc.).

3. Which skills did you develop or strengthen in the last year? Consider broadly defined areas such as those in this Professional Development Guide: writing & communication, leadership & management, teaching & mentoring, research & data analysis, professionalism, career exploration & preparation.

4. Describe any unusual or unanticipated challenges you experienced this year in trying to accomplish the goals you set out last year with your PI.

5. What actions have you taken to meet challenges you have encountered? How can your PI help you?

6. Many postdocs find it useful to participate in additional training, conferences, outreach, teaching/mentoring and other activities. Do you need any help finding opportunities?

UC Berkeley
QB3-Berkeley Graduate and
Postdoc Career Development

UC Berkeley QB3

Mentoring, Community and Well-Being

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 PI related to the training or lab environment?

4. Your success as a postdoc is linked to your health and wellness. What are you doing to maintain wellness? How do you deal with stress?

5. Do you feel you have found mentors in your postdoctoral position? What might you be able to do to develop these relationships?

UC Berkeley
QB3-Berkeley Graduate and
Postdoc Career Development

UC Berkeley QB3

Annual Action Plan for Postdocs
(for discussion with your PI/mentor)

date of your responses

1. List activities in which you and your mentor agree you should participate to achieve your research and career 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, postdoc group leadership?
   f. Job search preparation do you intend to do (drafting application materials, networking, practice job talks)?

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 should be initiated by i) you, ii) your PI, and iii) other mentors in order to facilitate your success? When are you and your PI going to follow up on your IDP and progress?

5. Are there any specific issues related to your postdoc goals, wellness or career plans that you would like to discuss, or that your PI can help with?

UC Berkeley
QB3-Berkeley Graduate and
Postdoc Career Development

UC Berkeley QB3

Resources

Visiting Scholar and Postdoc Affairs (VSPA) - https://vspa.berkeley.edu/

QB3-Berkeley Graduate and Postdoc Career Development -

- More on IDPS - qb3.berkeley.edu/individual-development-plan/
- Example of SMART goal setting: *Funding (postdoctoral)* qb3.berkeley.edu/wp-content/uploads/2020/10/SMARTsample-postdocfund.pdf
- Berkeley Initiatives - qb3.berkeley.edu/berkeley-initiatives/
- Career Fields - qb3.berkeley.edu/career-development-resources/

University Health Services - Be Well at Work - uhs.berkeley.edu/bewellatwork – resources on nutrition, exercise, work/life balance support and Employee Assistance, which provides no cost confidential counseling

Graduate Division - Graduate Student Professional Development Guide - grad.berkeley.edu/professional-development/guide/ (useful resources, many open/accessible to postdocs)

Berkeley Career Engagement - Self-assessment resources - career.berkeley.edu/start-exploring/career-essentials/gain-clarity/self-assessment/

UC Berkeley
QB3-Berkeley Graduate and
Postdoc Career Development

UC Berkeley QB3

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:

PI/Department:

Today's Date: