# **Rutgers Postdoctoral Individual Development Plan (IDP)**

This Rutgers IDP (updated April 2024) builds on existing and successful IDPs and has been revised and approved by both the Office of Postdoctoral Advancement and Rutgers Health Office of Postdoctoral Affairs.

**Instructions:**

* For **newly-hired** postdocs, it is recommended that the [AAAS myIDP](https://myidp.sciencecareers.org/?AspxAutoDetectCookieSupport=1) be completed within the first 6 months of the postdoc’s appointment and **only needs to be done once**. This IDP may provide you with unique resources made available by the AAAS.
* Afterwards, it is **strongly** recommended that this Rutgers IDP document be completed in the **12th month of the postdoc’s appointment** **and annually thereafter**. This IDP form should first be filled out by the postdoc, then by the faculty advisor. The completed document with signatures should be shown to the department administrator and then uploaded to [Canvas](https://canvas.rutgers.edu/). Contact [janet.alder@rutgers.edu](mailto:janet.alder@rutgers.edu) if you are not able to login. Note that only the individual postdoc and the Postdoc Office Leaders will have access to view the completed forms on Canvas.
* We also encourage all postdocs to establish a **Mentoring Committee** that includes their faculty advisor as well as 2 other faculty members. The Mentoring Committee should meet after the IDP is completed. At this meeting the research and career progress and plans described in this IDP will be reviewed and discussed. Note: there is a separate form for the mentoring committee to complete which can be found on Canvas.

Postdoctoral Researcher’s Name:       
School & Department:

Center/Institute (if applicable):

Rutgers Email:

Appointment Start Date:

Appointment End Date:

Faculty Primary Advisor Name:

Faculty Primary Advisory Email:

**Part 1. Self-assessment**

This self-assessment tool is modified from the [National Postdoctoral Association (NPA) Core Competencies](https://www.nationalpostdoc.org/page/CoreCompetencies) Self-Assessment Checklist.Rate your current level of development in each of the following, with 5 being “highly proficient” to 1 being “needs improvement.”

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competencies** | | **1** | **2** | **3** | **4** | **5** |
| **Discipline-specific conceptual knowledge** | | | | | | |
|  | Design of scientifically testable hypothesis |  |  |  |  |  |
|  | Ability to learn complex new subjects quickly |  |  |  |  |  |
|  | Critical interpretation and analysis of data |  |  |  |  |  |
| **Professional/Research Skill Development** | | | | | | |
|  | Experimental design |  |  |  |  |  |
|  | Statistical analysis/computational skills |  |  |  |  |  |
|  | Problem solving/troubleshooting |  |  |  |  |  |
|  | Creativity/developing new research directions |  |  |  |  |  |
|  | Independence in research |  |  |  |  |  |
|  | Principles and processes of peer review |  |  |  |  |  |
| **Communication Skills** | | | | | | |
|  | Oral presentation skills |  |  |  |  |  |
|  | Grant writing skills |  |  |  |  |  |
|  | Manuscript writing skills |  |  |  |  |  |
|  | Mentoring others and mentoring up |  |  |  |  |  |
|  | Teaching skills |  |  |  |  |  |
|  | Negotiation skills |  |  |  |  |  |
|  | Giving and receiving feedback |  |  |  |  |  |
|  | Networking skills |  |  |  |  |  |
| **Professionalism** | | | | | | |
|  | Working within diverse teams |  |  |  |  |  |
|  | Work ethic and punctuality |  |  |  |  |  |
|  | Civic responsibility in the laboratory |  |  |  |  |  |
|  | Response to failed experiment |  |  |  |  |  |
|  | Community engagement |  |  |  |  |  |
| **Leadership and Management** | | | | | | |
|  | Leading and motivating others |  |  |  |  |  |
|  | Conflict resolution skills |  |  |  |  |  |
|  | Emotional intelligence |  |  |  |  |  |
|  | Project management |  |  |  |  |  |
|  | Time management |  |  |  |  |  |
|  | Budgeting |  |  |  |  |  |
| **Responsible Conduct of Research (RCR)** | | | | | | |
|  | Aware of best practices in RCR |  |  |  |  |  |
|  | Aware of best practices in Rigor & Reproducibility |  |  |  |  |  |

**Part 2. Reflect of long-term and short-term career goals.**

* Describe your long-term career interests (e.g. professor at R1 institution, professor at primarily undergraduate institution, research or non-research roles in industry/pharma/federal or state agencies, public policy, science writing, patent law) and why you think that career is a good fit based on your self-assessment:
* Describe one to three immediate next step that will help you advance towards your career goals (e.g. internship, publications, grant application, teaching, workshops, courses, informational interviews, job search):
* Any professional relationships with mentors outside of your lab who can help advance your research and career goals. If this is your first year as a postdoc and you plan to have a Mentoring Committee after discussing with your mentor, please list potential faculty mentors who might be willing serve on that committee. Note that selection of a mentoring committee can take place anytime during your postdoc training though the benefit is cumulative:
* If your career interests or goals have changed in the past year, describe the reason for the change:

**Part 3. Progress Review:**

**Research Training in the Past Year**

* List publications (published, in press or submitted) from the past year:
* List patents in the past year (if applicable)**:**
* List fellowships and grants written/applied for/received in the past year. If received, include entire funding periods and the annual support provided by the funding agency:
* List honors and awards including professional society presentation awards or travel awards in the past year:

* List internal, national or other professional meetings attended in the past year and any abstracts or oral presentations given:
* List new areas of research or technical expertise acquired in the past year:

**Career Development Training in the Past Year**

* List professional development workshops, events, or individual career meetings attended at Rutgers in the past year (e.g. events from OPA, PD3, iJOBS, INSPIRE). Elaborate on any event(s) that were particularly useful to you:
* List any formal teaching activity in the past year. Include course lectures (department, course name) or lab sections (section title, supervised/unsupervised by a faculty member):
* List any oversight or mentoring of graduate, undergraduate, summer students and/or research staff in the past year:
* Indicate any clinical activity in the past year (if applicable):
* List committee or other service activity in the past year and indicate if you held an officer position:
* List other external community outreach with professional relevance activities (e.g. judging local science fairs or volunteering) in the past year:
* List other professional activities not identified above in the past year:

**Part 4.** **Plans for the Upcoming Year:**

* Describe research project goals for coming year:
* List anticipated publications:
* List fellowship or other funding applications planned:
* Based on the self-assessment checklist, list skill sets and training you feel you should acquire to reach your career and research goals:
* List professional training activities planned for coming year (e.g. course work, scientific meetings, workshops, mentoring, iJOBS, PD3, INSPIRE, or OPA professional workshops or programs):
* Indicate expected start date for looking for a job. If it is within one year of completing this IDP and meeting, discuss your exit strategy:
* Indicate any factors influencing or affecting your job search:

**Part 5. Faculty advisor’s comments:**

Discuss relevant information and suggestions in support of the postdoc’s research and career goals. This section may include any or all of the following:

* Areas this postdoc has excelled in during their time in the lab:
* Areas (skills or accomplishments) to improve before embarking on a successful job search:
* Overall advisor summary (typically 1-2 paragraphs) of assessment and recommendations (please list numerically) for the coming year. If the postdoc is co-mentored by two PIs, please indicate so in the summary:

Proposed Mentoring Committee Meeting Date (held or scheduled, if applicable):

Postdoc’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:

Faculty Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: