OIST OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY GRADUATE UNIVERSITY

Individual Development Plan (IDP) Guidelines
for Postdoctoral Scholars

To define a strategy for an efficient, goal oriented and successful postdoctoral experience at OIST, developing an **"Individual Development Plan"** **(IDP)** is strongly recommended to all OIST postdoctoral scholars **(PS)** and faculty mentors **(PI)**.

PS name: _____

PS signature: _____

Unit name: _____

Appointment date: _____

Contract's expiration date: _____

IDP review date: _____

PI name: _____

PI signature: _____

Date: _____

Goals
An IDP should provide a planning process that identifies the PS's general individual research objectives, professional development and career goals and can also serve as a communication tool between PS and PI. Such tool should help with identifying expectations and developing short-term plans toward long-term goals.

Outline
The development and implementation as well as revision of IDP require a series of steps to be conducted by PS and PI, requiring full engagement of both parties throughout an interactive process. Establishing regular reviews of this document is recommended to assess progress, expectations and if necessary to change goals.
Suggested guidelines are as follow:

- **Individualized self-assessment** - to define interests and to identify strengths and weaknesses
  - PS: Conduct a self-assessment of your skills
  - PI: Guide PS thru self-assessment relevant towards potential future career opportunities

- **Explore career options** - to identify potential future career paths
  - PS: Survey the potential future career opportunities with PI
  - PI: Discuss potential future career opportunities with PS

- **Set strategic career goals** - to prioritize the identified career options
  - PS: Define career choices A and B, and discuss them with PI
  - PI: Discuss the route to succeed getting to either of choices with PS

- **Provide planning process** - to develop skills and to implement an effective self-marketing within a defined timeline
  - PS: Write an IDP, share it with PI and revise per advice
  - PI: Review IDP and advice PS how to revise and as many times as needed

- **Use available resources** - to improve skills, to locate career options and to get prepared for upcoming applications/interviews
  - PS: Define available resources, make a plan how to use them, and discuss with PI
  - PI: Help PS defining the available resources and how to optimize her/his plan

For Postdocs

Conduct a Self-Assessment

Focusing on the big picture, try to assess and identify your skills including your strengths and areas which need development or improvement in order to advance your career.

A) Please rate suggested list of skills below on a scale of 1-5; 1 as highly deficient and 5 as highly proficient. * LYS: Last year's score (if applicable)

Scientific Knowledge							LYS*
Broad based knowledge of science	1	2	3	4	5	NA	
Deep knowledge of your specific research area	1	2	3	4	5	NA	
Critical evaluation of scientific literature	1	2	3	4	5	NA	
Research Skills							
Technical skills related to your specific research area	1	2	3	4	5	NA	
Experimental design	1	2	3	4	5	NA	
Statistical analysis	1	2	3	4	5	NA	
Interpretation of data	1	2	3	4	5	NA	
Creativity/innovative thinking	1	2	3	4	5	NA	
Navigating the peer review process	1	2	3	4	5	NA	
Responsible Conduct of Research							
Careful recordkeeping practices	1	2	3	4	5	NA	
Understanding of data ownership/sharing issues	1	2	3	4	5	NA	
Demonstrating responsible authorship and publication practices	1	2	3	4	5	NA	
Demonstrating responsible conduct of research	1	2	3	4	5	NA	
Can identify and manage conflict of interest	1	2	3	4	5	NA	
Professionalism							
Demonstrating workplace etiquette	1	2	3	4	5	NA	
Complying with rules and regulations	1	2	3	4	5	NA	
Upholding commitments and meeting deadlines	1	2	3	4	5	NA	
Maintaining positive relationships with colleagues	1	2	3	4	5	NA	
Contributing to discipline (e.g. member of professional society)	1	2	3	4	5	NA	
Contributing to institution (e.g. participate on committees)	1	2	3	4	5	NA	
Communication							
Basic writing and editing	1	2	3	4	5	NA	
Writing scientific publications	1	2	3	4	5	NA	
Writing grant proposals	1	2	3	4	5	NA	
Writing for non-scientists	1	2	3	4	5	NA	
Presenting research to scientists	1	2	3	4	5	NA	
Presenting to non-scientists	1	2	3	4	5	NA	
Teaching in a classroom setting	1	2	3	4	5	NA	
Training and mentoring individuals	1	2	3	4	5	NA	
Seeking advice from advisors and mentors	1	2	3	4	5	NA	
Negotiating difficult conversations	1	2	3	4	5	NA	
Management and Leadership							
Providing instruction and guidance	1	2	3	4	5	NA	
Providing constructive feedback	1	2	3	4	5	NA	
Dealing with conflict	1	2	3	4	5	NA	
Planning and organizing projects	1	2	3	4	5	NA	
Time management	1	2	3	4	5	NA	
Developing/managing budgets	1	2	3	4	5	NA	
Managing data and resources	1	2	3	4	5	NA	
Delegating responsibilities	1	2	3	4	5	NA	
Leading and motivating others	1	2	3	4	5	NA	
Creating vision and goals	1	2	3	4	5	NA	
Serving as a role model	1	2	3	4	5	NA	
Career Advancement							
How to maintain a professional network	1	2	3	4	5	NA	
How to identify career options	1	2	3	4	5	NA	
How to prepare application materials	1	2	3	4	5	NA	
How to interview	1	2	3	4	5	NA	
How to negotiate	1	2	3	4	5	NA	

B) Please list your current strengths in respect to your research project:

C) Please list areas and skills you need to improve in order to be successful in your career path:

D) Please specify professional development activities you would like to pursue during the next review cycle:

Career or professional development activities (Workshops, trainings, conferences or other opportunities)	Frequency of Attendance or Dates

Explore and define career options:

Identifying your long term career goals, please list at least two career choices below.

> Career choice 1)
>
> Career choice 2)
>
> Any other career choices?

Set Goals

Set SMART goals for your research project completion, skill development and career development:

S – Specific – Is it focused and unambiguous?
M – Measurable – Could someone determine whether or not you achieved this goal?
A – Action-oriented – Did you specify the action you will take?
R – Realistic – Considering difficulty and timeframe, is this goal attainable?
T – Time-bound – Did you specify a deadline?

A) Please briefly review your progress in term of your research goals and career development for the past year (if applicable). Last IDP review date: _____

B) Please specify your action plan mutually discussed and agreed upon with your PI to be pursued during the next review cycle (e.g. research projects, manuscript, grant proposal and etc):

> **Project or responsibility** - Expected outcome(s) - Timeline (Start date and target completion date)

Current document is developed using the following references:
· MyIDP, Science Careers, American Association for the Advancement of Science
· Individual Development Plan for Postdoctoral Fellows, Federation of American Societies for Experimental Biology (FASEB)