

Individual Development Plan

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **SKILLS ASSESSMENT** (completed by student) |
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| **STRENGTHS** | **DEVELOPMENT NEEDS** |
|  |  |
| **GOALS** |
| **LONG-TERM CAREER GOALS YOU WISH TO PURSUE AND HOW WILL YOU MEET THEM** |
| **What are you curious about?** | **Find a job posting for a career you’d like to have. What skills do you need to meet the qualifications?** | **How are you going to acquire these skills? When?** | Goal Completion Date | Completion Date (Act.) |
|  |  |  |  |  |
| **SHORT-TERM NEEDS FOR IMPROVING CURRENT PERFORMANCE** |
| **What additional skills do you need?** | **Specifically, how are you going to acquire these skills?** (training, courses, teaching, job shadow, informational interview) | **Who can help you develop these skills?** | Goal Completion Date | Completion Date (Act.) |
|  |  |  |  |  |

| **OTHER FACTORS TO CONSIDER** |
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| **What career pressures do you currently experience?** | **What type of environment would you like to work in? Are certain factors nonnegotiable?** | **List three people who are “living your future” who you could contact for informational interviews or job shadowing** | **What questions do you have about the career you selected?** |
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| **SOURCE OF FINANCIAL SUPPORT FOR STUDENT** |
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| **ADVISOR FUNDS** |
| **Department/Program:** |  |
| **Advisor Grant: (agency & grant number)** |  |
| **Training Grant: (agency & grant number)** |  |
| **STUDENT FUNDS** |
| **Grant: (agency & grant number)** |  |
| **Other (source):** |  |

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| **COMMENTS FROM ADVISOR/OTHER COMMENTS** |
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Student’s signature and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s signature and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adapted with permission from Case Western University Office of Postdoctoral Studies