

## POSTDOC INDIVIDUAL DEVELOPMENT PLAN

**Part One** *(To be completed by trainee)*

**Self Review Form**

**Trainee Name**

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**Mentor (list all)**

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**Starting date in the lab**

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**Review Date**

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### PROGRESS REVIEW: RESEARCH AND PROFESSIONAL TRAINING IN THE PAST YEAR

Brief Overview of your research projects (Primary and secondary)

Project Summary and accomplishments:

### II. Professional Progress

Publications, patents, honors/awards (including submissions)

National / International / Professional Meetings attended:

**Seminar Presentations:**

**Courses, workshops completed:**

**New areas of research or technical expertise acquired in the past year:**

**Teaching activity**

**Other professional activities not identified in previous section(s)**

<b>III. Please assess your performance with respect to:</b>	<b>NEEDS IMPROVEMENT*</b>	<b>SOLID PERFORMANCE</b>	<b>EXCEPTIONAL PERFORMANCE</b>
<b>Knowledge of:</b> Chosen Scientific Discipline			
Basic Laboratory Skills			
Knowledge of Specialized Techniques			
Analytical and Quantitative Methods			
Management skills			
Laboratory Records and Data Management			
Productivity			
Quality of Work			
Communication Skills- written			
Communication Skills - oral			
Cooperation with Others			
Independent Management of Research Project(s)			
Effort			

**IV. Professional objectives and plans**

Indicate your career goal(s):

Based on the stated career goal(s), what further research activity or other training is needed before you think it is appropriate to start a job search?

Are there any professional development activities/opportunities would you like to pursue in the next review cycle that would *enhance* your performance and skill development? (training / course work, conferences, projects, etc.)



**POSTDOC INDIVIDUAL DEVELOPMENT PLAN**

**PART TWO (To be completed by the Mentor(s))**

**Mentor/Trainer Review Form**

Trainee \_\_\_\_\_  
Department \_\_\_\_\_  
Mentor's Name \_\_\_\_\_  
Review Date \_\_\_\_\_

**Progress Review: Research and Professional Training in the Past Year**

**Brief Overview of trainee's research project and major accomplishments in the past year.** (Were the Projects/Goals that were set during the last review period/progress report or at the time of the initial appointment completed/met):

Project Overview and accomplishments:

**PART TWO (To be completed by the Mentor(s)- continued**

**Are there specific areas where the trainee excels?**

**Are there specific areas where improvement is desirable?**

<b>Please assess the trainee's performance with respect to:</b>	<b>NEEDS IMPROVEMENT</b>	<b>SOLID PERFORMANCE</b>	<b>EXCEPTIONAL PERFORMANCE</b>
<b>Knowledge of:</b> Chosen Scientific Discipline			
Basic Laboratory Skills			
Knowledge of Specialized Techniques			
Analytical and Quantitative Methods			
Management skills			
Laboratory Records and Data Management			
Productivity			
Quality of Work			
Communication Skills			
Cooperation with Others			
Independent Management of Research Project			
Effort			

**Additional comments/observations** *(suggest and explain how the trainee's experience can be improved)*

**PART THREE *(To be completed by Mentor and Trainee)***

**PLANS FOR UPCOMING YEAR / NEXT REVIEW CYCLE**

Goals, Projects and Responsibilities that were mutually discussed and selected for the next review period


**Research and other training plans:**

**Anticipated publication(s) *(indicate projected titles and journals)***

**Anticipated meeting(s) or workshop(s) to be attended:**

**Fellowship or other funding applications planned** *(indicate name of award):*

**Other professional training** *(if course work indicate name of course):*

<b>Mentor</b>		<b>Trainee</b>	
			
Mentor 1 signature	date	signature	date
			
Mentor 2 signature	date		

**Send copy of the review to the Department and the Office of Postdoctoral Affairs at the Graduate School**