



Individual Development Plan/Career Development Plan (IDP), CVs

Mentoring Task Force Report (2011)
NIH Directive (2014)

Mandatory for all students and postdocs funded from NIH grants



Requirement

- Generation of a individualized career development plan (IDP) for all students starting in the first year of their thesis lab.
- Include 3 main parts: progress report; annual goals; self assessment.
- Recommended to be updated annually with advisor and shared with “thesis committee” prior to one of their biannual meetings.



Goals

- Help determine short-term needs for improving current performance
- Establish longer-term research and career goals
- Ensure that you are on-track to obtain goals that are realistic.
- Keep expectations clear
- Maintain sanity when all looks bleak



myIDP

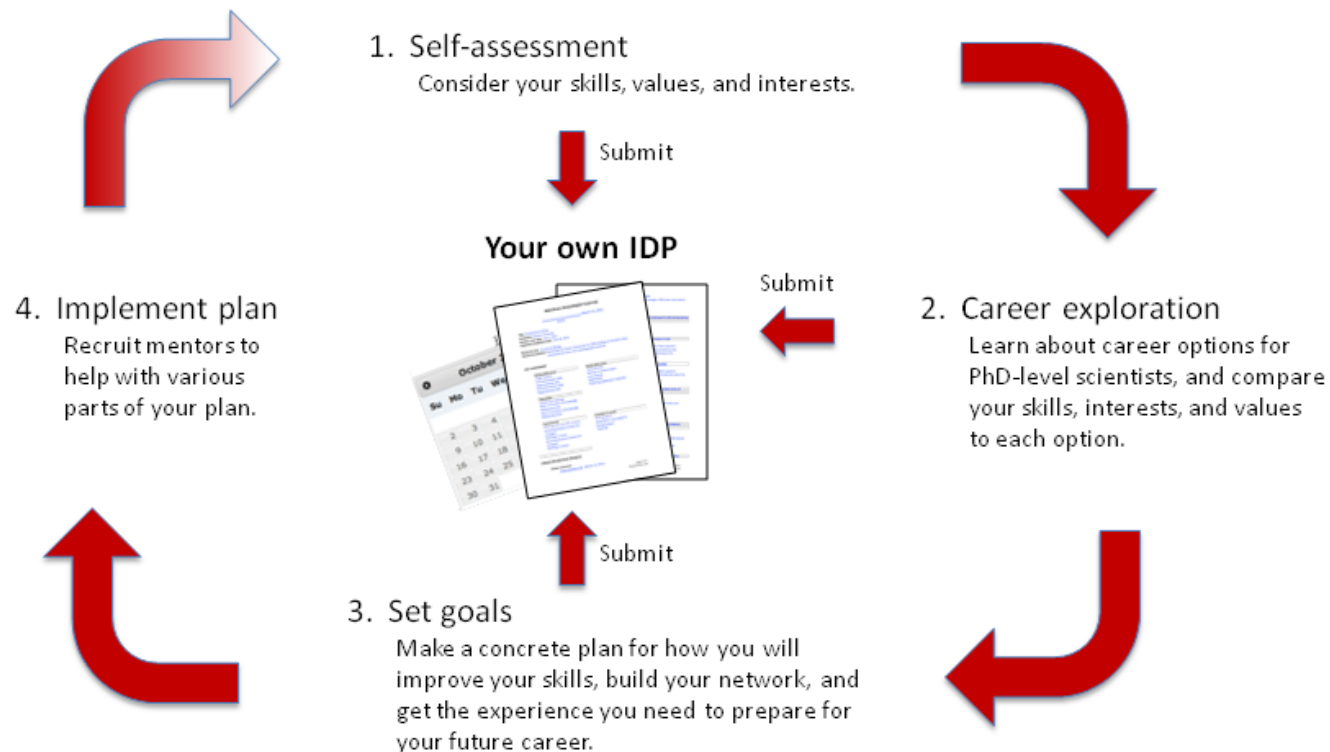
- <http://myidp.sciencecareers.org>
- Fill out as much as possible.
- Print out the final version
- Arrange to meet to discuss it with your advisor.
- Repeat annually.
- Valuable at all stages of your career.
- Required by NIH.

Overview of myIDP

An Individual Development Plan (IDP) is a structured planning tool designed to help you:

- identify **long-term career goals** that fit with your unique skills, interests, and values,
- make a plan for **improving your skills**,
- set goals for the coming year to **improve efficiency and productivity**, and
- structure productive **conversations with your mentor(s)** about your career plans and development.

This module will guide you through the process of creating an IDP:





Go to website

<http://myidp.sciencecareers.org/Overview/Summary>

Overview

[Overview Summary](#)
[Personal Information](#)

Assessment

[Skills Assessment](#)
[Interests Assessment](#)
[Values Assessment](#)

Career Exploration

[Consider Career Fit](#)
[Read About Careers](#)
[Attend Events](#)
[Talk to People](#)
[Choose a Career Path](#)

Set Goals

[Career Advancement Goals](#)
[Skill Goals](#)
[Project Goals](#)

Implement Plan

[Mentoring Team](#)
[myIDP Summary](#)

Individual Development Plan Summary

[Previous Step](#)

[Quick Tips](#)

[Print myIDP](#)

It may be useful to share parts of your IDP with others, or to keep a copy for yourself.

Select Plan Sections to Include in Report

By default, all sections of your IDP will be shown in this summary report. If you prefer to hide one or more sections, then please click on the box below to de-select that section.

- Personal Information: Position start and end dates, Institution, Research Project
- Mentoring Team
- Self-Assessments
 - Top values (score = 5)
 - Top Interests (score = 5)
 - Strong skills areas (score = 5)
 - Weak skills areas (score = 1)
 - Activities to avoid (score = 1)
 - Skills assessment summary table
 - Interests assessment summary table
 - Values assessment summary table
- Career Exploration Progress
- Career Goals
 - Plan A
 - Plan B
- Skills Development Goals
- Career Advancement Goals
- Project Completion Goals
- Goals Summary

[Show Report](#)



Maintain a Curriculum Vitae (CV)

Not necessarily for job applications

- Vitals- Name, address, ect.
- Education
- Jobs
- Publications
- Meetings/Talks & Posters
- Awards
- Academic achievements
- Grants
- Trainees and Trainers
- Reviewing duties- Papers, Grants
- Committees, Positions held, other service
- Areas of technical expertise.
- Research Interests
- Soft skills



Maintain a Curriculum Vitae (CV)

Not necessarily for job applications

- Personal Statement (Bio Sketch)
 - Summary of Personal Accomplishments (like an Abstract).
- Maintain a LinkedIn Site and keep it up to date
- Biosketch versus CV
- Full CV versus Short CV



Advisory Committee Meetings

- Every 6 months, not every year
- Starting in 2nd year
- Why?
- Report ahead of time
 - Summary of previous meeting
 - Results since then
 - Plan for next 6 months
- You should run the meeting not your committee
- Offer to do first draft of report, make sure report is comprehensive. Fine, fine, fine is not acceptable.