**Postdoc Career Development Plan**

Creating an annual career development plan and assessing your progress is an important tool to ensure a successful postdoctoral experience. All postdocs are encouraged to complete the [myIDP](https://myidp.sciencecareers.org/) tool at the beginning of their tenure. While myIDP will help you identify values, skills and potential careers that may be suitable for you, this document is meant to help you create an action plan. Please complete the following form at the beginning of each year in consultation with your primary mentor. Keep in mind both short-term and long-term goals in each category. Some goals may require more than one year or recur annually. While a minimum of three goals per category are recommended, you may add additional goals under any criteria by copying and pasting the table.

When a goal is accomplished, check the Achieved box next to the goal description. You should meet with your primary mentor periodically to discuss your progress and at the end of the year to review your successes, obstacles to progress, steps for improvement and plans for the following year. Once completed, email a copy to the Office of Postdoctoral Affairs (postdoc@uchc.edu).

***1. Research Technical Skills***

|  |  |  |
| --- | --- | --- |
| ***Example*** | **Timeline** | **Achieved** |
| **Description** | Learn CRISPR editing | 2023 |  |
| *Steps* | 1. Read relevant literature2. Discuss protocols with PI3. Order necessary reagents4. Perform initial trial experiments |
| *Expected Outcome* | Successfully generate point mutation in my gene of interest in a human cell line |
|  |  |  |  |
| **Goal #1** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |
|  |  |  |  |
| **Goal #2** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |
|  |  |
| **Goal #3** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |

\*Copy and Paste table to add additional goals

***2. Scholarly Activities***

|  |  |  |
| --- | --- | --- |
| ***Example*** | **Timeline** | **Achieved** |
| **Description** | Write F32 Individual Fellowship | 2023 |  |
| *Steps* | 1. Planning meeting with my PI2. Write Specific Aims page3. Prepare drafts of various sections4. Get multiple people to review my draft |
| *Expected Outcome* | Submit application for August 2023 deadline |
|  |  |  |  |
| **Goal #1** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |
|  |  |  |  |
| **Goal #2** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |
|  |  |
| **Goal #3** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |

***3. Publications***

|  |  |  |
| --- | --- | --- |
| ***Example*** | **Timeline** | **Achieved** |
| **Description** | Primary manuscript on effect of patient mutation in gene X | 2023-2024 |  |
| *Steps* | 1. Assemble figures2. Outline manuscript3. Begin draft4. Have several people review draft5. Submit article to *Journal of Awesome Stuff* |
| *Expected Outcome* | Have accepted first-author publication |
|  |  |  |
| **Goal #1** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |
|  |  |
| **Goal #2** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |
|  |  |
| **Goal #3** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |

***4. Presentations***

|  |  |  |
| --- | --- | --- |
| ***Example*** | **Timeline** | **Achieved** |
| **Description** | Present in UCH Postdoc Seminar Series | 2023 |  |
| *Steps* | 1. Contact Dr. Heinen to sign up2. Prepare slides3. Practice, practice, practice |
| *Expected Outcome* | Deliver presentation to my peers to practice my speaking skills |
|  |  |  |  |
| **Goal #1** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |
|  |  |  |  |
| **Goal #2** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |
|  |  |
| **Goal #3** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |

***5. Professional Development (eg., networking, leadership, mentoring, etc…)***

|  |  |  |
| --- | --- | --- |
| ***Example*** | **Timeline** | **Achieved** |
| **Description** | Attend National conference in my area of expertise | 2024 |  |
| *Steps* | 1. Submit abstract2. Register for conference3. Attend various talks and poster sessions4. Attempt to meet multiple scientists in my field |
| *Expected Outcome* | Expand my network to others working in similar areas |
|  |  |  |  |
| **Goal #1** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |
|  |  |  |  |
| **Goal #2** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |
|  |  |
| **Goal #3** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |

***6. Career Transition***

|  |  |  |
| --- | --- | --- |
| ***Example*** | **Timeline** | **Achieved** |
| **Description** | Informational interview with industry researcher | 2023 |  |
| *Steps* | 1. Identify type of company I may be interested in2. Identify an individual to meet with3. Ask individual for a meeting emphasizing this is for advice4. Conduct interview5. Follow-up with thank you |
| *Expected Outcome* | Learn important information on a particular career and identify future steps to be taken to prepare for a similar position |
|  |  |  |  |
| **Goal #1** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |
|  |  |  |  |
| **Goal #2** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |
|  |  |
| **Goal #3** | **Timeline** | **Achieved** |
| **Description** |  |  |  |
| *Steps* |  |
| *Expected Outcome* |  |

**Signatures:**

Postdoctoral Scholar/Fellow Date

Primary Mentor Date