

## **EXECUTION OF THE IDP PROCESS**

... for Postdoctoral Fellows

### **Step 1. Conduct a Self-Assessment:**

- Assess your skills, strengths and areas which need development. Formal assessment tools can be helpful. (Examples can be found in Resources: Self Assessment at the end of this document).
- Take a realistic look at your current abilities. This is a critical part of career planning. Ask your peers, mentors, family and friends what they see as your strengths and your development needs.
- Outline your long-term career objectives. (For useful information see Resources: Career Opportunities at the end of this document). Ask yourself:
  - What type of work would I like to be doing?
  - Where would I like to be in an organization?
  - What is important to me in a career?

### **Step 2. Survey Opportunities with Mentor:**

- Identify career opportunities and select from those that interest you.
- Identify developmental needs by comparing current skills and strengths with those needed for your career choice.
- Prioritize your developmental areas and discuss with your mentor how these should be addressed.

### **Step 3. Write an IDP:**

The IDP maps out the general path you want to take and helps match skills and strengths to your career choices. It is a changing document, since needs and goals will almost certainly evolve over time as a postdoctoral fellow. The aim is to build upon current strengths and skills by identifying areas for development and providing a way to address these. The specific objectives of a typical IDP are to:

- Establish effective dates for the duration of your postdoctoral appointment.
- Identify specific skills and strengths that you need to develop (based on discussions with your mentor).
- Define the approaches to obtain the specific skills and strengths (e.g., courses, technical skills, teaching, supervision) together with anticipated time frames.
- Discuss your draft IDP with your mentor.
- Revise the IDP as appropriate.

### **Step 4. Implement Your Plan:**

The plan is just the beginning of the career development process and serves as the road map. Now it's time to take action!

- Put your plan into action.
- Revise and modify the plan as necessary. The plan is not cast in concrete; it will need to be modified as circumstances and goals change. The challenge of implementation is to remain flexible and open to change.
- Review the plan with your mentor regularly. Revise the plan on the basis of these discussions.

## **EXECUTION OF THE IDP PROCESS**

... for Mentors

### **Step 1. Become familiar with available opportunities.**

By virtue of your experience you should already have knowledge of some career opportunities, but you may want to familiarize yourself with other career opportunities and trends in job opportunities (refer to sources such as National Research Council reports and Science career reviews; see also Resources: Career Opportunities at the end of this document).

### **Step 2. Discuss opportunities with postdoctoral fellow.**

This needs to be a private, scheduled meeting distinct from regular research-specific meetings. There should be adequate time set aside for an open and honest discussion.

### **Step 3. Review IDP and help revise.**

Provide honest feedback - both positive and negative - to help postdoctoral fellows set realistic goals. Agree on a development plan that will allow postdoctoral fellows to be productive in the laboratory and adequately prepare them for their chosen career.

### **Step 4. Establish regular review of progress.**

The mentor should meet at regular intervals with the postdoctoral fellow to assess progress, expectations and changing goals. On at least an annual basis, the mentor should conduct a performance review designed to analyze what has been accomplished and what needs to be done. A written review is most helpful in objectively documenting accomplishments. (An example is provided as an attachment • this can be modified to fit the needs of the postdoctoral fellow and mentor).