

Individual Development Plan (IDP) and Performance Review

Adapted from "Lab Dynamics: Management and Leadership Skills for Scientists by Cohen & Cohen

The student should complete the form every 6-12 months and request advisor comments.

Student Name:

Advisor name:

Date of this review:

The goal of this form is to enable a conversation between students and advisors to enable both to optimally reach their mutual goals.

Section A. Review of past period (if applicable)

To be completed by student

1. List the goals from the previous period and their status

Goal 1.
Check one: <input type="checkbox"/> Completed <input type="checkbox"/> In progress <input type="checkbox"/> Not started
Goal 2.
Check one: <input type="checkbox"/> Completed <input type="checkbox"/> In progress <input type="checkbox"/> Not started
Goal 3.
Check one: <input type="checkbox"/> Completed <input type="checkbox"/> In progress <input type="checkbox"/> Not started
Goal 4.
Check one: <input type="checkbox"/> Completed <input type="checkbox"/> In progress <input type="checkbox"/> Not started
Goal 5.
Check one: <input type="checkbox"/> Completed <input type="checkbox"/> In progress <input type="checkbox"/> Not started

2. Advising. Describe your interactions with your advisor. Are you getting enough time with your advisor? How frequently do you meet? How could your advising experience be improved?

3. Skills. Describe what new scientific skills or techniques you learned during this review period.

4. Describe any unusual or unanticipated challenges you experienced during this review period in trying to accomplish your goals. What actions have you taken to meet these challenges? How can your advisor help you?

Advisor comments:

Section B. Research goals for next period

To be completed by student

List scientific research goals for the coming period. Make sure each goal is specific, measurable, achievable, realistic, and time-specific.

a)

b)

c)

d)

e)

Advisor comments:

Section C: Individual Development Plan: Goals for next period

To be completed by student

If you want to learn more about how to connect your goals to this framework, discuss with your advisor and try exploring with tools like <https://myidp.sciencecareers.org>

1. Describe your current career goals and objectives. Have they evolved in the last year?
2. Describe your career development or training goals (include both scientific and extra-scientific) for the coming period. You can include new techniques or skills to be learned and publication objectives.
3. Will the development program described in 2. get you to your career goals? If not, what is needed or missing? What additional skills or training will you need to accomplish your career objectives?
4. Are there opportunities that will assist you in reaching your career objectives? (e.g., meetings, courses or workshops.) Identify specific events if possible.
5. What assistance can your advisor provide you in accomplishing the above objectives?

Advisor comments:

Section D: Aligning Expectations

To be completed by advisor. Modify as necessary for your lab.

- a) **Takes a thoughtful and rigorous approach to their scientific work.**
 Meets standards Can be improved: (details below) Not applicable
- b) **Seeks and responds to feedback.**
 Meets standards Can be improved: (details below) Not applicable
- c) **Manages conflicts and differences of opinion with skill and sensitivity.**
 Meets standards Can be improved: (details below) Not applicable
- d) **Knows how and when to seek help and assistance in difficult scientific situations.**
 Meets standards Can be improved: (details below) Not applicable
- e) **Is supportive of others in the group by being helpful and by sharing knowledge and resources.**
 Meets standards Can be improved: (details below) Not applicable
- f) **Meets commitments and takes responsibilities (including lab responsibilities) seriously**
 Meets standards Can be improved: (details below) Not applicable
- g) **Demonstrates ability to think independently.**
 Meets standards Can be improved: (details below) Not applicable
- h) **Keeps abreast of relevant literature.**
 Meets standards Can be improved: (details below) Not applicable
- i) **Possesses appropriate technical skills and abilities.**
 Meets standards Can be improved: (details below) Not applicable
- j) **Demonstrates appropriate speaking and writing skills.**
 Meets standards Can be improved: (details below) Not applicable
- k) **Skilled at managing or supervising others (if relevant).**
 Meets standards Can be improved: (details below) Not applicable
- l) **Other (list)**

Advisor comments for above items:

- **Strengths include:**

- **Areas of focus for improvement:**