

<b>Name:</b>	<b>Institution:</b>
<b>Mentor:</b>	<b>Date:</b>

### WORKSHEET 1: Self-assessment and long-term career goals for graduate students

SKILLS ASSESSMENT (Completed by student)		
STRENGTHS (Technical and non-technical)	DEVELOPMENT NEEDS	
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
GOALS		
SHORT-TERM CAREER GOALS		
Choices	How are you doing to acquire these skills? (data analysis, mentoring)	Expected task balance for Year 1
1.	1.	_____ % lab
	2.	_____ % classes
2.	3.	_____ % writing
	4.	_____ % professional development
	5.	_____ % outreach and social events
3.	6.	_____ % vacation
		_____ % other _____
LONG-TERM CAREER GOALS		
Choices	What additional skills/tools will you need? (training, courses)	
1.	1.	
	2.	
	3.	
2.	4.	
	5.	

Individual Development Plan – Graduate Students  
 NEXT REVIEW MEETING DATE:

<b>Name:</b>	<b>Institution:</b>
<b>Mentor:</b>	<b>Date:</b>

## WORKSHEET 2: Past year review for graduate students

ACCOMPLISHMENTS AND CHALLENGES	
REWARDING EXPERIENCES/ACCOMPLISHMENTS	CHALLENGES MET AND ACTIONS TAKEN
1. 2. 3. 4. 5.	1. 2. 3. How could your mentor help?
MENTOR RELATIONSHIP	
Strengths	Needs improvement
1. 2. 3.	1. 2. 3.
TASK BALANCE	
_____ % lab _____ % classes _____ % writing _____ % professional development _____ % outreach and social events _____ % vacation _____ % other _____	<b>Was this a good balance?</b>  <b>How can it be improved?</b>



<b>Name:</b>	<b>Institution:</b>
<b>Mentor:</b>	<b>Date:</b>

<b>Research Goals</b>	<b>Action Plan</b>	<b>Due Date</b>
<b>1.</b>	<b>1.</b> <b>2.</b>	
<b>2.</b>	<b>1.</b> <b>2.</b>	
<b>3.</b>	<b>1.</b> <b>2.</b>	
<b>Professional Development Goals</b>	<b>Action Plan</b>	<b>Due Date</b>
<b>1.</b>	<b>1.</b> <b>2.</b>	
<b>2.</b>	<b>1.</b> <b>2.</b>	
<b>3.</b>	<b>1.</b> <b>2.</b>	

Individual Development Plan – Graduate Students  
NEXT REVIEW MEETING DATE:

<b>Name:</b>	<b>Institution:</b>
<b>Mentor:</b>	<b>Date:</b>

### WORKSHEET 3: Past year review for mentors

ACCOMPLISHMENTS AND CHALLENGES				
MAJOR ACCOMPLISHMENTS/ STRENGTHS		SKILLS TO WORK ON		
1.		1.		
2.		2.		
3.		3.		
4.		4.		
5.		5.		
CAREER PLANS		TASK BALANCE FOR THIS YEAR		
Has your student discussed their career plans? Is he/she taking appropriate steps? What could be improved?		____ % lab	____ % outreach and social events	
		____ % classes	____ % professional development	
		____ % writing	____ % vacation	
		____ % other _____		
PERFORMANCE				
	N/A	Exceeds expectations	Meets expectations	Requires further development
1. Dependability and commitment				
2. Effort in the laboratory				
3. Laboratory skills				
4. Ability to learn new techniques				
5. Research abilities				
6. Interpersonal skills (teamwork)				
7. Time management skills				
8. Communication skills (oral and written)				

Individual Development Plan – Graduate Students  
 NEXT REVIEW MEETING DATE: