

Instructions for NEWT IDP for postdocs

First year postdocs:

- Fill out self-assessment & long-term goals (Worksheet 1)
- Skip worksheet 2 (Past year review)
- Fill out worksheet 3 (Development plan for the year)
- Send to faculty mentor in advance and schedule a meeting

Subsequent years:

- Review self-assessment & long-term goals (Worksheet 1)
- Fill out worksheet 2 (Past year review)
- Fill out worksheet 3 (Development plan for the year)
- Send to faculty mentor in advance and schedule a meeting

Faculty mentor:

- Review postdoc's worksheets
- Fill out mentor feedback worksheet before meeting

Additional comments and suggestions:

The main purpose of this form is to elicit and facilitate conversations between the postdoc and advisor to align expectations, receive feedback, and provide advice. Therefore, the topics included in the form can be modified and/or expanded as needed.

For example:

- **Projects and mentees:** Postdocs working in multiple projects and/or mentoring multiple individuals may want to provide a more detailed list or lists with this information.
- **Publications:** It might be useful to classify as published, submitted, and in preparation.
- **Research narrative:** Postdocs looking for faculty positions should consider how their current projects fit the narrative of their research statement in the application package.

Postdoc name:	Institution:
Mentor:	Date

WORKSHEET 1: SELF-ASSESSMENT AND LONG-TERM CAREER GOALS

For first year postdocs. Review and modify as needed.

LONG-TERM CAREER GOALS

1st choice:

2nd choice:

GOALS FOR THIS POSTDOC POSITION

Technical skills (e.g., data analysis, lab techniques):

- 1.
- 2.
- 3.

Non-technical (e.g., writing proposals, mentoring, project management):

- 1.
- 2.
- 3.

CURRENT STRONG SKILLS

Technical (e.g., data analysis, lab techniques, general discipline):

- 1.
- 2.
- 3.

Non-technical (e.g., writing proposals, mentoring, public speaking):

- 1.
- 2.

EXPECTED BALANCE OF TASKS FOR YEAR 1

_____ % in lab

_____ % writing papers

_____ % writing proposals

_____ % professional development

_____ % other: _____

Postdoc name:	Institution:
Mentor:	Date

WORKSHEET 2: PAST YEAR REVIEW

For postdocs extending their appointment after year 1.

MAJOR ACCOMPLISHMENTS AND PRODUCTS
(e.g., publications, grants, presentations)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

MOST VALUABLE/REWARDING EXPERIENCES
(e.g., publications, grants, presentations)

- 1.
- 2.
- 3.

MENTOR RELATIONSHIP

List the strengths/likes of your mentoring relationship:

- 1.
- 2.
- 3.

What could be improved and how?

- 1.
- 2.
- 3.

CHALLENGES MET AND ACTIONS TAKEN

- 1.
- 2.
- 3.

How could your mentor (or NEWT) help?

BALANCE OF TASKS FOR YEAR 1

_____ % in lab

_____ % writing papers

_____ % writing proposals

_____ % professional development

_____ % other: _____

Was this a good balance?

How can it be improved?

Postdoc name:	Institution:
Mentor:	Date

WORKSHEET 3: DEVELOPMENT PLAN (1/2)

JOB SEARCH

When will you start your job search? _____

What are the job search goals for this year?

- 1.
- 2.

STEPS FOR POSTDOC AND TIMELINE

<u>Step</u>	<u>Accomplished by</u>
1.	
2.	
3.	

STEPS FOR MENTOR AND TIMELINE

<u>Step</u>	<u>Accomplished by</u>
1.	
2.	
3.	

TECHNICAL GOALS (attach pages if necessary)

GOAL 1: _____

ACTIVITIES TO REACH THIS GOAL:

Activity	Start by	Accomplish by	Achievement criteria (@ 3, 6, 9 & 12 months)
1.			
2.			

GOAL 2: _____

ACTIVITIES TO REACH THIS GOAL:

Activity	Start by	Accomplish by	Achievement criteria (@ 3, 6, 9 & 12 months)
1.			
2.			

GOAL 3: _____

ACTIVITIES TO REACH THIS GOAL:

Activity	Start by	Accomplish by	Achievement criteria (@ 3, 6, 9 & 12 months)
1.			
2.			

Postdoc name:	Institution:
Mentor:	Date

WORKSHEET 3 (continued): DEVELOPMENT PLAN (2/2)

LEADERSHIP GOALS (attach pages if necessary)

GOAL 1: _____

ACTIVITIES TO REACH THIS GOAL:

Activity	Start by	Accomplish by	Achievement criteria (@ 3, 6, 9 & 12 months)
1.			
2.			
3.			

GOAL 2: _____

ACTIVITIES TO REACH THIS GOAL:

Activity	Start by	Accomplish by	Achievement criteria (@ 3, 6, 9 & 12 months)
1.			
2.			
3.			

COMMUNICATION AND OTHER PROFESSIONAL DEVELOPMENT GOALS (attach pages if necessary)

GOAL 1: _____

ACTIVITIES TO REACH THIS GOAL:

Activity	Start by	Accomplish by	Achievement criteria (@ 3, 6, 9 & 12 months)
1.			
2.			
3.			

GOAL 2: _____

ACTIVITIES TO REACH THIS GOAL:

Activity	Start by	Accomplish by	Achievement criteria (@ 3, 6, 9 & 12 months)
1.			
2.			
3.			

Postdoc name:	Institution:
Mentor:	Date

MENTOR FEEDBACK FORM FOR POSTDOCTORAL FELLOWS

To be completed by the mentor before IDP meeting.

<p>MAJOR ACCOMPLISHMENTS AND STRENGTHS</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	<p>SKILLS TO WORK ON</p> <ol style="list-style-type: none"> 1. 2. 3.
--	--

PERFORMANCE	N/A	Exceeds expectations	Meets expectations	Requires further development
1. Technical expertise				
2. Research quality				
3. Research productivity				
4. Research independence				
5. Writing skills				
6. Mentoring skills				
7. Presentation skills				

<p>CAREER PLANS</p> <p>Has your postdoc discussed their career plans with you?</p> <p>Is your postdoc taking appropriate steps towards starting their career?</p> <p>What could be improved and how?</p>	<p>BALANCE OF TASKS FOR THIS YEAR</p> <p>_____ % in lab</p> <p>_____ % writing papers</p> <p>_____ % writing proposals</p> <p>_____ % professional development</p> <p>_____ % other: _____</p>
---	---