A close up of a sign

Description automatically generated **Individual Development Plan**

*Template*

Graduate students and faculty mentors are encouraged to use this template to develop an individual development plan (IDP) to facilitate the student’s career planning and preparedness.

**Tailor to your needs:** Modify and add elements to the template as needed to help you develop a plan that aligns with the student’s career interests and goals and needs for skills development.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student name:** |  | | **Plan creation date:** |  |
| **Degree and program:** | |  | | |
| **Faculty mentor:** |  | | | |

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| **MY ACADEMIC AND PROFESSIONAL INTERESTS** |
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| **CAREER PLANNING** |
| **Career exploration** |
| **What is important to me in a career?** (E.g. What type of environment do I want to work in? Are there factors that are non-negotiable?) |
|  |
| **Questions I have about my desired career:** |
|  |
| **List three people currently in your desired career that you could contact to learn from or to shadow.** |
| 1.  2.  3. |

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| --- | --- | --- | --- |
| **Career goals and how you will meet them** | | | |
| **Find a job posting for a career that interests you. What skills do you need to develop to meet requirements for this position?** | **Steps I will take to acquire those skills (e.g., coursework, graduate certificate, training, internships)** | **Target**  **completion date for each step** | **Completion date for each step** |
| 1.  2.  3.  4. | 1.  2.  3.  4. |  |  |

|  |  |  |
| --- | --- | --- |
| **SKILLS DEVELOPMENT** | | |
| **Discipline-specific knowledge and skills** | | |
| **Strengths and accomplishments:** | | |
|  | | |
| **Goals for the upcoming year** | **Target completion date for each goal** | **Completion date for each goal** |
|  |  |  |
| **Research, scholarship, creative, or practical work** | | |
| **Strengths and accomplishments:** | | |
|  | | |
| **Goals for the upcoming year** | **Target completion date for each goal** | **Completion date for each goal** |
|  |  |  |
| **Communication skills** | | |
| **Strengths and accomplishments:** | | |
|  | | |
| **Goals for the upcoming year** | **Target completion date for each goal** | **Completion date for each goal** |
|  |  |  |
| **Professionalism** | | |
| **Strengths and accomplishments:** | | |
|  | | |
| **Goals for the upcoming year** | **Target completion date for each goal** | **Completion date for each goal** |
|  |  |  |
| **Leadership and mentoring** | | |
| **Strengths and accomplishments:** | | |
|  | | |
| **Goals for the upcoming year** | **Target completion date for each goal** | **Completion date for each goal** |
|  |  |  |
| **Network building** | | |
| **Strengths and accomplishments:** | | |
|  | | |
| **Goals for the upcoming year** | **Target completion date for each goal** | **Completion date for each goal** |
|  |  |  |

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| **HOW MY FACULTY MENTOR(S) CAN SUPPORT ME IN MEETING MY GOALS** |
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| **COMMENTS FROM FACULTY MENTOR(S)** |
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By signing below, we, the graduate student mentee and faculty mentor(s), agree to meet the expectations of this individual development plan. We will regularly (at least annually) review the plan and revise as needed.

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|  |  |  |  |  |
| Student name |  | Student signature |  | Date |
|  |  |  |  |  |
| Faculty mentor name |  | Faculty mentor signature |  | Date |
|  |  |  |  |  |
| Faculty mentor name |  | Faculty mentor signature |  | Date |