

**Graduate Student, Postdoctoral Scholar, and PREP Scholar  
Individual Development Plan (IDP)**

This document is intended to be one tool that can help you consider your career aspirations and the types of skills and attributes that may affect your career aspirations and your ability to attain your goals. It is not intended to predict or identify careers that match your skills.

The document is for your personal use only. **You are not required to share this document with anyone or provide anyone at Tufts with a copy of the completed document.** If you choose, the document may be shared with mentors or may be used to help you think about ways to engage mentors and improve skills that are appropriate to the career path(s) you are considering. This document should be a living document and one that you update as you advance in your training.

**If you are a Mac user, use this form with Adobe Reader; it will not work properly in Preview.**

Career Path	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
I am familiar with my possible career paths						
I would like more information on career paths						
I am interested in an academic career path						
I am interested in an industry career path						
I am interested in a government career path						
I am interested in a private sector career path						
I am interested in a non-profit sector career path						
I am interested in a teaching career path						
I am interested in an administrative/ management career path						
I am interested in an international position						
I am willing to relocate to pursue my chosen career path						
I am interested in another professional degree						
I am interested in a career in						

List ways the graduate program or school can help you decide among career paths.

Professional Skills	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
I have identified mentors to help me develop professionally						
I am using my identified mentors effectively						
I would like more teaching experience						
I would like more experience mentoring junior colleagues						
I know how to engage faculty in research discussions and projects						
<b>Compared to others at my training level:</b>						
	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
My oral presentation skills are strong						
My manuscript writing skills are strong						
My grant writing skills are strong						
My networking skills are strong						
My skills in participation research/outreach are strong						

List the professional skills that you would like to improve.

<b>Time Management</b>	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
I meet most external deadlines						
I establish priorities in my schedule						
I am an efficient worker						
I have strong organizing skills						
I am flexible about my plans						
I am an effective multi-tasker						
I pace myself appropriately						
I deal effectively with my schedule						
I know how to maintain a work-life balance						

List the time management skills that are most critical for your success.

<b>Management and Leadership Skills</b>	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
I have been mentored in project management skills						
I have experience in developing and managing budgets						
I delegate responsibilities well						
I have experience supervising and managing people						
I know how to identify the resources necessary for my project						
I know how to access the resources needed for my project						
I can forge effective professional relationships						
I am able to address and resolve conflicts						
I effectively work in diverse environments						
I effectively participate in meetings						
I effectively lead discussions						
I effectively lead teams						
My project management skills are good						

List some management and leadership skills that you need to learn to be successful in your chosen career path.

<b>Personal and Interpersonal Skills</b>	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
I am reliable and follow through on commitments						
I prefer to work alone on my project						
I prefer to work as part of a team						
Most people think that I am collegial and helpful towards others						
I follow conventions in written correspondence						
I am able to engage in professional conversations						
I am proficient in spoken English						
I am proficient in written English						
I am proficient in one or more foreign languages						
I am able to give constructive feedback						
I am open to receiving constructive feedback						
I conduct myself in a manner appropriate to the setting						
I present myself in the best possible light						
I use social media effectively and professionally						
I manage stress effectively						
Aspects of my personal life affect my ability to progress professionally						
I am aware that University counseling centers are available to me						
I know how to seek professional help with personal life issues that are affecting my work						

List ways the graduate program or school can help you improve your personal and interpersonal skills.

<b>General Research Skills Related to my Training Goals</b>	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
I am creative in developing new research directions						
I am able to design well-controlled studies						
I am able to critically evaluate the data or evidence I have gathered						
I know how to define milestones for my project						
I am skilled at problem solving or troubleshooting my project						
I keep a meticulous lab notebook or work journal						
I have strong data management skills						
I routinely back up my electronic data						
I know how to employ the correct statistical tests or evaluation techniques						
I am proficient at using the standard IT and computer programs needed in my field						
I can communicate my research broadly						
I routinely review and evaluate the literature						
I am proficient in the research techniques needed for my current project						
I need to learn additional research techniques for my current project						
I hold to the ethical standards in my field						

<b>General Research Skills I Need to Acquire</b>	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
I need to learn specific research techniques before moving to my next position						
I need to gain proficiency in grant writing						
I need to gain proficiency in teaching						
I need to gain proficiency in developing course curriculum						
I need to gain proficiency in academic publishing (articles, commentaries, book reviews, etc.)						
I need to gain proficiency in conference presentation and planning						
I need to gain proficiency in developing research projects in my subject area						
I need to interact with professionals in my field in academia, industry, non-profit and for-profit sectors during my time in the program						
I need placement assistance in short-term work experiences and job placement advising						

List some specific skills that you need to acquire or improve in order to be successful in your current position or future career path.