**Annual Career Development Plan**

*Postdocs at the Vienna BioCenter are encouraged to answer this career development questionnaire yearly and have a meeting with their supervisor to discuss their plan for career development.*

A pre-requisite for an effective planning is a well-defined timeline, where experiments, goals and milestones are realistically planned. The timeline should be evaluated and revised by the Postdoc and supervisor regularly.

**Self-assessment**

1. What are your strengths and skills? How will they contribute to the success of your postdoctoral training?

*For example: communication skills, team leader skills, papers, presentations, techniques, etc. If you are changing fields, consider how your prior experience might be applied.)*

1. In which areas do you think you could develop further?

*For example: communication skills, management, scientific expertise*.

Which steps will you take to get you there?

What could be possible threats and/or opportunities?

1. How do you contribute to the lab?
2. Has the reason why you embarked on a postdoc changed? How does this change your focus and action plan?

**Progress**

1. How is your project progressing? If there was a change in direction, please also mention here. List your major accomplishments of the past year.

*For example: publications, presentations, fellowships, etc., include them here.*

1. Is the goal you are pursuing still relevant?
2. What other activities have you been involved in? Have you been satisfied with the balance of activities?

*For example: coursework/training, teaching/mentoring, professional/career development, grant/manuscript writing, collaborations.*

1. Which experiences in the past year have been most valuable to you, your research, and/or your professional goals?
2. Describe any unusual or unanticipated challenges you experienced this year trying to accomplish your goals. What actions have you taken to meet these challenges? How can your faculty mentor help you? (think about personal and /or professional)
3. What is your current source and duration of funding?

**Goals & Objectives**

Goals are broad and long-term achievable outcomes that provide direction, while objectives define the specific and measurable actions needed to achieve the overall goal.

1. Research Goals:

What is your overall goal?

Did the aim of the project change? If yes, how does it affect the timeline and development plan?

1. Research Objectives (list 1-3):

*For example: fellowship or grant application; anticipated publication (list tentative title if appropriate); may include objectives in the coming year or longer-term objectives. Include a relative timeline for each objective (i.e. are these objectives dependent of each other? Do some make sense to approach immediately, while others make sense to delay?)*

* List research milestones for next year (not in detail).
* List any activities in which you and your mentor agree you should participate to achieve your research objectives in the coming year.

*For example: conferences, trainings, mentoring, teaching, etc.*

1. Professional Development Goals:

What professional skills would you like to acquire during your training, and how will they help you in getting closer to your career goal?

*For example: public speaking, grant writing, manuscript preparation, team-work personnel management, teaching, mentoring, etc.*

1. Professional Development Objectives (list 1-3):

*For example: courses, meeting or workshop attendance (specify if possible); teaching/mentoring; service opportunities; etc.*

* List training activities planned for next year.
* List any activities in which you and your mentor agree you should participate to achieve your professional goals in the coming year.
* Are there specific actions that you and/or your mentor can undertake that will support your success (e.g., modify working styles, meetings to discuss progress, networking opportunities, including lab dynamics)?

**Mentoring**

1. How often are you meeting your supervisor? Is this sufficient?
2. Who initiates meetings? And who sets the “agenda”?
3. What have you found most beneficial from the mentoring you have received? Is there anything that would improve the mentoring you receive?
4. Have you supervised someone?
	1. If yes, who did you supervise?

*For example: Master Student, Technician, Summer Student*

Was it a beneficial experience? How would you improve it?

* 1. If not, would you like to do it?

**Personal Well-being**

1. How is your research environment?

*For example: your lab group, your relationships with colleagues and collaborators, etc.*

1. How do you maintain a balance between your work and personal/family needs? Do you need to improve this aspect?
2. Are there other stressors?

**Career Goals**

1. What are your current career goals? Include more than one, if identified.

2. What steps are you taking to attain these goals? How can your mentor best support you in reaching your career goals?

*For example: Networking; Collaborations; Publication strategy (corresponding author?); Research plan for applications*

3. When do you anticipate to finish your postdoc? What are potential bottlenecks? How do you ensure to keep your timeline?

4. When do you anticipate to begin a job search? Do you feel comfortable with the resources you have? How can your faculty mentor help?

5. Is there any additional training or skills you would benefit from in preparing for your career goals?

*For example: Chalk-talk practice; participating in job searches; networking; presenting at a conference, etc*

6. How does your supervisor perceive your career goals? Are they realistic and feasible in their opinion?