Individual Development Plans

This document contains examples of Individual Development Plans (IDPs) and documents for assessing performance and setting goals. Feel free to use these as is or modify them to fit your needs.

Other Resources
- PhD Progressions has an IDP module in it: https://www.bu.edu/pdpa/for-doctoral-students/phd-progression/
- https://www.bu.edu/best/job-search/using-myidp/

Example 1:

1. Your strengths and weaknesses within the context of your position and aspirations
2. Your goals/aspiration
3. My strengths and weaknesses as your mentor/supervisor/advisor
4. How I can help you achieve your goals

Student and advisor then meet for one hour to discuss.

Example 2:

Form for faculty to fill out in advance of the annual review meeting:

Major Outcomes

Behavioral Observations / Notes from Past Year

Opportunities / Possible Changes for the Coming Year

Form for student to fill out in advance of the annual review meeting:

Major Outcomes
Over the past year, what have been your most significant accomplishments?

Opportunities
What are your goals for the next year?

Fit with Position
Please list the aspects of your position that you most enjoy.
Please list the aspects of your position that you least enjoy.

Long term career goals

Feedback: Are there things that are working well, or could be improved with meetings, advising, group dynamics, the lab, or in other areas?

Example 3:

PERFORMANCE ASSESSMENT

1. **Evaluate and discuss the employee's job performance**.

2. **Are there areas of exceptional performance that should be particularly noted?**

3. **Are there areas of performance needing more attention or improvement?**

4. **State and discuss the expectations and goals for the upcoming review period.**

PROFESSIONAL DEVELOPMENT PLAN

List specific activities the employee will do in the next twelve months as part of his/her professional development.

EMPLOYEE COMMENTS (Optional)

The employee may comment on the performance review in the space provided below or on the reverse.

Please sign below to acknowledge that you have received this document.

Employee's Signature:	**Date:**
Supervisor's Signature:	**Date:**