



COLUMBIA | RESEARCH

Individual Development Plan

PI/FACULTY ADVISER WORKSHEET

This worksheet is designed to support PIs and Faculty Advisers who are advising a **Postdoctoral researcher, scholar, or scientist** or a **graduate student** (thereafter “mentee”) on their career development and career planning. PIs/Faculty Advisers are encouraged to also review their mentee’s IDP Worksheet to increase familiarity with their prompts. Please consider the following recommendations and questions before discussing career planning with your mentee.

1. What do you consider your mentee’s skills and strengths?
2. What do you consider your mentee’s areas for growth?
3. What were your mentee’s short and long-term career goals during your last career development meeting? What progress have you noticed towards their career goals in the past year?
4. What considerations do you think would be helpful to review with your mentee given their expressed career goals? (*This may include factors such as timeline, feasibility, skills, etc.*)
5. What resources or connections do you think would be helpful for your mentee to pursue given their career goals?
6. What support can you offer to help them reach their career goals?
7. When will you plan to meet with your mentee next to follow up on their career goals?

Recommendations when meeting with your mentee to discuss career planning:

- **Set a meeting specific to this topic:** Suggest scheduling a meeting just to discuss career development.
- **Ask questions:** You are most likely to have a fruitful and helpful conversation if you guide your mentee by asking open-ended questions.
- **Offer feedback (optional):** If you believe that your mentee’s goals are not feasible, offer helpful feedback by asking permission to give feedback (i.e., “Thanks for sharing this. Would it be okay if I shared some feedback on these goals?”), and then kindly offering your perspective along with what would help make the goals more feasible (adjusted timeline, additional experience, etc.).
- **Offer kind support:** Talking to a mentor about career planning can be challenging at times. Regardless of your mentee’s goals, please make sure to offer kind, supportive encouragement or feedback, even if the goals are surprising to you.
- **Follow up:** Check in with your mentee on a regular basis to see if you can offer any additional guidance or support on their career goals.