Supplemental Material

CBE—Life Sciences Education

Hobin et al.

IDP Survey Postdoctoral Administrator

1. Familiarity with IDP

Individual Development Plans (IDPs) provide a planning process to help postdocs identify their career objectives and professional development needs and establish milestones on the path to achieving their goals. To develop and implement an IDP, postdocs should—in cooperation with their mentors—assess their skills, abilities, and career objectives; explore career opportunities; write and execute an individually-tailored plan; and periodically review and revise their plan. For an overview of the IDP process, please visit: http://opa.faseb.org/pdf/idp.pdf.

* 1. Prior to this survey, were you familiar with the IDP concept?

- Yes
- No

2. IDPs at your institution

* 2. Does your institution recommend or require that postdocs develop an IDP with their faculty mentors?

- Recommend
- Require
- Neither

3. IDPs at your institution

* 3. Who recommends or requires that postdocs develop an IDP? (Please check all that apply.)

- Faculty mentor
- Postdoctoral Office
- Department Chair
- Grants/Contracts or Sponsored Programs Office
- Human Resources Office
- Don't know
- Other (please specify)

* 4. Which IDP is recommended or required?

- FASEB IDP
- IDP modeled on FASEB IDP
- Other IDP
- Don't know

5. How do you ensure that postdocs and their mentors develop an IDP?

[   ]

* 6. What percentage of postdocs at your institution develop an IDP with their mentors?

- j͏n 75 -100%

- j͏n 50-75%

- j͏n 25-50%

- j͏n 0-25%

- j͏n Don't know

4. IDP dissemination

* 7. How does your institution make postdocs aware of IDPs? (Please check all that apply.)

- ⋲ Postdoctoral Office provides it directly to postdocs

- ⋲ Human Resources Office provides it directly to postdocs

- ⋲ Grants/Contracts or Sponsored Programs Office provides it directly to postdocs

- ⋲ Department Chairs provide it directly to postdocs

- ⋲ Faculty mentors provide it directly to postdocs

- ⋲ Provided to postdocs via orientation package/session

- ⋲ Posted on institution's webpage

- ⋲ We do not make postdocs aware of the IDP

- ⋲ Other (please specify)

[   ]

IDP Survey Postdoctoral Administrator

* 8. How does your institution make faculty mentors aware of IDPs? (Please check all that apply.)

- ⊜ Postdoctoral Office provides it directly to faculty

- ⊜ Human Resources Office provides it directly to faculty

- ⊜ Grants/Contracts or Sponsored Programs Office provides it directly to faculty

- ⊜ Department Chairs provide it directly to faculty

- ⊜ Provided to faculty mentors at career/professional development sessions

- ⊜ Posted on institution's webpage

- ⊜ We do not make faculty mentors aware of the IDP

- ⊜ Other (please specify)

5. Career development resources

* 9. Does your institution offer guidance or resources to help postdocs develop an IDP or other career/professional development plan?

- ⌒ Resources to assist postdocs

- ⌒ Resources to assist mentors in helping postdocs

- ⌒ Both

- ⌒ Neither

- ⌒ Don't know

6. Career development resources

* 10. What type of guidance or resources does your institution offer? (Please check all that apply.)

- ⊜ Self assessment tools and/or workshops

- ⊜ Career exploration/planning workshops

- ⊜ Information about career opportunities for scientists

- ⊜ Information about skills/abilities needed for various careers

- ⊜ Career/professional development resources (e.g., interviewing, resume writing, communication tips)

- ⊜ Seminars/workshops demonstrating the IDP process

- ⊜ Other (please specify)

7. Career development resources

* 11. FASEB is considering developing additional resources to make it easier for postdocs and their mentors to develop an IDP. Please rate how useful you think the following resources would be:

	Not at all useful		Neutral		Very useful	Don't know
Self assessment tools	jn	jn	jn	jn	jn	jn
Self assessment workshops	jn	jn	jn	jn	jn	jn
Career exploration/planning workshops	jn	jn	jn	jn	jn	jn
Information about career opportunities for scientists	jn	jn	jn	jn	jn	jn
Information about skills/abilities needed for various careers	jn	jn	jn	jn	jn	jn
Professional development resources (e.g., interviewing, resume writing, communication tips)	jn	jn	jn	jn	jn	jn
IDP "user's manual" that provides in-depth information and resources for each stage of the IDP process	jn	jn	jn	jn	jn	jn
Video to help mentors and postdocs understand the IDP process	jn	jn	jn	jn	jn	jn
Role playing scenario (script) that could be used as part of an IDP workshop	jn	jn	jn	jn	jn	jn
A description of the benefits of completing an IDP	jn	jn	jn	jn	jn	jn
Case studies describing the impact completing an IDP has had on specific postdocs and mentors	jn	jn	jn	jn	jn	jn
Template for creating IDP workshops, including suggestions for topics and speakers	jn	jn	jn	jn	jn	jn
Customizable PowerPoint presentations describing the IDP process	jn	jn	jn	jn	jn	jn

12. Are there other resources you would find useful? (please specify)

* 13. Would it be useful to adapt the IDP for graduate students or early career faculty?

jn Graduate students

jn Early career faculty

jn Both

jn Neither

jn Don't know

Do you have any suggestions for adapting the IDP for these groups?

8. Institutional information

* 14. Does your institution have an administrative office dedicated to postdoctoral affairs?

  jn Yes

  jn No

* 15. In what capacity are you responding to this survey?

  jn Dean of postdoctoral affairs

  jn Postdoctoral affairs office staff

  jn Other institutional official responsible for postdoctoral affairs

  jn Postdoctoral association leader

  jn Postdoctoral scholar

  jn Other (please specify)

* 16. Please indicate in which school or division the postdocs represented by your office reside. (Please check all that apply.)

  e Medical school

  e Graduate school

  e School other than medical or graduate school

  e Affiliated hospital

  e Institute or center

  e Office represents all postdocs at institution

  e Other (please specify)

* 17. How many postdocs is your office responsible for?

  jn Fewer than 50

  jn 50-100

  jn 100-500

  jn 500-1000

  jn Over 1000

  jn Don't know

* 18. What is the size of your institution's postdoc population?

  - ◯ Fewer than 50

  - ◯ 50-100

  - ◯ 100-500

  - ◯ 500-1000

  - ◯ Over 1000

  - ◯ Don't know

* 19. Approximately how many faculty are actively engaged in research at your institution?

  - ◯ Fewer than 50

  - ◯ 50-100

  - ◯ 100-500

  - ◯ 500-1000

  - ◯ Over 1000

  - ◯ Don't know

20. Please indicate for which institution you are responding.

  [_____]

9. Additional Information

21. Please note any additional suggestions you may have for improving the IDP or increasing its visibility among postdocs or their mentors.

  [_____]

22. Is there anything else you would like to add about your experience with the IDP?

  [_____]

23. May we contact you for additional information? If so, please include your name and contact information. (Reminder: all responses will be kept confidential.)

  [_____]

10. Thank you

Thank you for your time!

For more information about this survey or individual development plans, please contact Jennifer A. Hobin, Ph.D. at jhobin@faseb.org or 301-634-7650.

Faculty IDP Survey

1. Familiar with IDP

Individual Development Plans (IDPs) provide a planning process to help postdocs identify their career objectives and professional development needs and establish milestones on the path to achieving their goals. To develop and implement an IDP, postdocs should—in cooperation with their mentors—assess their skills, abilities, and career objectives; explore career opportunities; write and execute an individually-tailored plan; and periodically review and revise their plan. For an overview of the IDP process, please visit: http://opa.faseb.org/pdf/idp.pdf.

* 1. Prior to this survey, were you familiar with the IDP concept?

- Yes
- No ⟹

2. Hear about IDP

* 2. How did you find out about the IDP? (Please check all that apply.)

- Postdoc(s) provided it to me
- Postdoctoral Office provided it to me
- Human Resources Office provided it to me
- Grants/Contracts or Sponsored Programs Office provided it to me
- Department Chair provided it to me
- Heard about it through colleagues
- Institution's website
- Career/professional development session at my institution
- Career/professional development session at professional society meeting
- Professional society email, newsletter, or website
- National Postdoctoral Association
- Other (please specify)

[text box]

* 3. Do you currently supervise or have you ever supervised postdoctoral scholars?

- No ⟹
- Yes. How many in total?

[text box]

3. Help postdocs develop IDP

Faculty IDP Survey

* 4. Have you helped any of your postdocs develop an IDP?

    ◯ Yes   ⇨

    ◯ No

4. Help postdocs develop IDP

* 5. Why haven't you helped your postdocs develop an IDP? (Please check all that apply.)

    ⬡ Postdocs did not ask to complete an IDP

    ⬡ Not required to complete an IDP with postdocs

    ⬡ Postdoc are responsible for developing their own career plans

    ⬡ IDP is not needed because postdocs have already decided on a career

    ⬡ Did not have information about career opportunities for postdocs

    ⬡ Did not know what skills are required for various careers

    ⬡ Did not feel comfortable assessing postdocs' skills and abilities

    ⬡ Did not have time

    ⬡ No reason—just did not complete

    ⬡ Other (please specify)

    [   ]

5. Have postdocs

* 6. Do you currently supervise or have you ever supervised postdoctoral scholars?

    ◯ No   ⇨

    ◯ Yes. How many in total?

    [   ]

6. Help postdocs develop career plan

* 7. Have you ever helped your postdocs develop a career/professional development plan?

    ◯ Yes   ⇨

    ◯ No

7. Help postdocs develop career plan

Faculty IDP Survey

* 8. Why haven't you helped your postdocs develop a career/professional development plan? (Please check all that apply.)

- Postdocs did not ask to develop a career plan
- Not required to develop a career plan with postdocs
- Postdoc are responsible for developing their own career plans
- Career plans not needed because postdocs have decided on a career
- Did not know what career opportunities are available to postdocs
- Did not know what skills are required for various careers
- Did not have time
- No reason—just did not
- Other (please specify)

8. Willing to develop plan

* 9. Would you be willing to help your postdocs develop a career/professional development plan?

- Yes
- No
- Maybe

9. How helpful is the IDP

* 10. Please rate how helpful you found the IDP process to be for each of the following:

	Not at all helpful		Neutral		Very helpful
Helping your postdocs assess their skills and abilities	○	○	○	○	○
Helping your postdocs identify careers of interest to them	○	○	○	○	○
Helping your postdocs identify the research skills they will need to advance their chosen careers	○	○	○	○	○
Helping your postdocs identify the additional skills they will need to advance their chosen careers (e.g., communication, management, grant writing)	○	○	○	○	○
Facilitating communication with your postdocs about their career goals	○	○	○	○	○
How helpful was the IDP process overall?	○	○	○	○	○

Faculty IDP Survey

* 11. Do you review your postdocs' IDPs annually, or is there some other formal review of their progress?

jn Yes ⟹

jn No

10. Review progress

* 12. Why don't you review your postdocs' progress? (Please check all that apply.)

⊝ Not required to review postdocs' progress

⊝ Postdocs haven't asked me to review their progress

⊝ Not comfortable giving/receiving feedback

⊝ Reviews are not useful for postdocs' career progression

⊝ Feedback is ongoing in course of other regular meetings

⊝ Do not have time

⊝ Other (please specify)

11. Career development resources

* 13. Does your institution offer guidance or resources to help postdocs develop an IDP or other career/professional development plan?

jn Yes

jn No ⟹

jn Don't know ⟹

12. Type of guidance

Faculty IDP Survey

* 14. What type of guidance or resources does your institution offer? (Please check all that apply.)

- Self assessment tools and/or workshops
- Career exploration/planning workshops
- Information about career opportunities for scientists
- Information about skills/abilities needed for various careers
- Career/professional development resources (e.g., interviewing, resume writing, communication tips)
- Seminars/workshops demonstrating the IDP process
- Other (please specify)

13. Career development resources

* 15. FASEB is considering developing additional resources to make it easier for postdocs to develop an IDP with their mentors. Please rate how useful you think the following resources would be:

	Not at all useful		Neutral		Very useful	Don't know
Self assessment tools for postdocs	○	○	○	○	○	○
Self assessment workshops for postdocs	○	○	○	○	○	○
Information about career opportunities for scientists	○	○	○	○	○	○
Information about skills/abilities needed for various careers	○	○	○	○	○	○
Career exploration/planning workshops for postdocs	○	○	○	○	○	○
Professional development resources for postdocs (e.g., interviewing, resume writing, communication tips)	○	○	○	○	○	○
Information to help faculty improve their mentoring	○	○	○	○	○	○
Workshops to help faculty improve their mentoring	○	○	○	○	○	○
IDP "user's manual" that provides in-depth information and resources for each stage of the IDP process	○	○	○	○	○	○
Video to help mentors and postdocs understand the IDP process	○	○	○	○	○	○
A description of the benefits of completing an IDP that mentors could share with their postdocs	○	○	○	○	○	○
Case studies describing the impact completing an IDP has had on specific postdocs and mentors	○	○	○	○	○	○

16. Are there any other resources you would find useful? (please specify)

* 17. Would it be useful to adapt the IDP for graduate students or early career faculty?

- *j̇n* Graduate students
- *j̇n* Early career faculty
- *j̇n* Both
- *j̇n* Neither
- *j̇n* Don't know

Do you have any suggestions for adapting the IDP for these groups?

18. Please note any additional suggestions you may have for improving the IDP or increasing its visibility among mentors.

19. Is there anything else you would like to add about your experience with the IDP?

14. Institution

* 20. Which scientific or professional societies are you a member of?

* 21. What is your job title?

- *ε* Research Scientist
- *ε* Assistant Professor
- *ε* Associate Professor
- *ε* Full Professor
- *ε* Dean
- *ε* Other (please specify)

22. Please indicate at which institution you work.

15. Contact

23. May we contact you for additional information? If so, please include your name and contact information. (Reminder: all responses will be kept confidential.)

16. Thank you

Thank you for your time!

For more information about this survey or individual development plans, please contact Jennifer A. Hobin, Ph.D. at jhobin@faseb.org or 301-634-7650.

Postdoc Survey

1. Familiarity with IDP

Individual Development Plans (IDPs) provide a planning process to help postdocs identify their career objectives and professional development needs and establish milestones on the path to achieving their goals. To develop and implement an IDP, postdocs should—in cooperation with their mentors—assess their skills, abilities, and career objectives; explore career opportunities; write and execute an individually-tailored plan; and periodically review and revise their plan. For an overview of the IDP process, please visit: http://opa.faseb.org/pdf/idp.pdf.

* 1. Prior to this survey, were you familiar with the IDP concept?

- j Yes
- j No

2. Hear about IDP

* 2. How did you find out about the IDP? (Please check all that apply.)

- e Faculty mentor provided it to me
- e Postdoctoral Office provided it to me
- e Human Resources Office provided it to me
- e Grants/Contracts or Sponsored Programs Office provided it to me
- e Department Chair provided it to me
- e Institution's postdoctoral association provided it to me
- e Heard about it through colleagues
- e Career/professional development session at my institution
- e Career/professional development session at professional society meeting
- e Included in postdoctoral orientation package/session
- e Professional society email, newsletter, or website
- e National Postdoctoral Association
- e Institution's website
- e Other (please specify)

3. IDPs at your institution

* 3. Is it recommended or required that you develop an IDP with your faculty mentor?

- j Recommended
- j Required
- j Neither

4. Who recommends?

* 4. Who recommends or requires that you develop an IDP? (Please check all that apply.)

  ⊜ Faculty mentor

  ⊜ Department Chair

  ⊜ Postdoctoral Office

  ⊜ Human Resources Office

  ⊜ Grants/Contracts or Sponsored Programs Office

  ⊜ Don't know

  ⊜ Other (please specify)

  [text box]

* 5. Which IDP is recommended or required?

  ⌷ FASEB IDP

  ⌷ IDP modeled on FASEB IDP

  ⌷ Other IDP

  ⌷ Don't know

5. IDP completion

* 6. Have you ever completed all or part of an IDP?

  ⌷ Yes

  ⌷ No

6. IDP completion

Postdoc Survey

* 7. Why haven't you completed an IDP? (Please check all that apply.) 💬

- ⊂ Did not know how to conduct a self-assessment
- ⊂ Did not have knowledge of possible careers
- ⊂ Did not know where to find information about careers
- ⊂ Did not know what skills were required for various careers
- ⊂ Did not feel comfortable seeking feedback from mentor or others
- ⊂ Already decided on a career
- ⊂ Not required to complete an IDP
- ⊂ Did not have time
- ⊂ No reason—just did not complete
- ⊂ Other (please specify)

  [   ]

7. First IDP step

* 8. The first step of the IDP calls for a self assessment. Was this completed?

- ⌒ Yes 💬
- ⌒ No

8. First IDP step

* 9. Why didn't you complete a self assessment? (Please check all that apply.)

- ⊂ Did not know how to conduct a self-assessment
- ⊂ Did not feel comfortable seeking feedback from mentor or others
- ⊂ Did not think assessment was needed for completion of IDP
- ⊂ Already aware of my skills and abilities
- ⊂ Did not have time
- ⊂ No reason—just did not complete
- ⊂ Other (please specify)

  [   ]

9. Second IDP step

* 10. The second step of the IDP is to survey career opportunities. Did you do this?

- ⌒ Yes 💬
- ⌒ No

Postdoc Survey

10. Second IDP step

* 11. Why didn't you survey career opportunities? (Please check all that apply.)

- Did not have knowledge of possible careers

- Did not know where to find information about careers

- Did not think survey of career opportunities was needed for completion of IDP

- Already decided on a career

- Did not have time

- No reason—just did not complete

- Other (please specify)

11. Discuss IDP

* 12. Did you discuss your IDP with your mentor?

- Yes

- No

12. Discuss IDP

* 13. Why didn't you discuss your IDP with your mentor? (Please check all that apply.)

- Did not expect my mentor to be supportive of my career interests

- Did not think my mentor had time to discuss IDP with me

- Did not think my mentor had experience or resources to be helpful

- Concerned I might face negative consequences from my mentor

- Not comfortable giving/receiving feedback

- No reason-just did not discuss with my mentor

- Other (please specify)

13. Review progress

* 14. Do you review your IDP with your mentor annually, or is there some other formal review of your progress?

- Yes

- No

Postdoc Survey

14. Review progress

* **15. Why don't you review your progress with your mentor? (Please check all that apply.)**

  - Not required for continuing postdoc appointment

  - Not comfortable giving/receiving feedback

  - Reviews are not useful for my career progression

  - Feedback is ongoing in course of other regular meetings

  - Mentor is typically not available

  - Mentor believes it is not necessary unless there are specific problems

  - Other (please specify)

15. How helpful is the IDP?

* **16. Please rate how helpful you found the IDP process to be for each of the following:**

	Not at all helpful		Neutral		Very helpful
Assessing your skills and abilities	⊙	⊙	⊙	⊙	⊙
Identifying careers of interest to you	⊙	⊙	⊙	⊙	⊙
Identifying the research skills you will need to advance your chosen career	⊙	⊙	⊙	⊙	⊙
Identifying the additional skills you will need to advance your chosen career (e.g., communication, management, grant writing)	⊙	⊙	⊙	⊙	⊙
Facilitating communication about your career goals with your mentor	⊙	⊙	⊙	⊙	⊙
How helpful was the IDP process overall?	⊙	⊙	⊙	⊙	⊙

16. Career development resources

* **17. Does your institution offer guidance or resources to help postdocs develop an IDP or other career/professional development plan?**

  - Yes
  - No
  - Don't know

17. Type of guidance

* 18. What type of guidance or resources does your institution offer? (Please check all that apply.)

- Self assessment tools and/or workshops

- Career exploration/planning workshops

- Information about career opportunities for scientists

- Information about skills/abilities needed for various careers

- Career/professional development resources (e.g., interviewing, resume writing, communication tips)

- Seminars/workshops demonstrating the IDP process

- Other (please specify)

[text box]

18. Career development resources

* 19. FASEB is considering developing additional resources to make it easier for postdocs and their mentors to develop an IDP. Please rate how useful you think the following resources would be:

	Not at all useful		Neutral		Very useful	Don't know
Self assessment tools	○	○	○	○	○	○
Self assessment workshops	○	○	○	○	○	○
Career exploration/planning workshops	○	○	○	○	○	○
Information about career opportunities for scientists	○	○	○	○	○	○
Information about skills/abilities needed for various careers	○	○	○	○	○	○
Professional development resources (e.g., interviewing, resume writing, communication tips)	○	○	○	○	○	○
IDP "user's manual" that provides in-depth information and resources for each stage of the IDP process	○	○	○	○	○	○
Video to help mentors and postdocs understand the IDP process	○	○	○	○	○	○
A description of the benefits of completing an IDP that postdocs could share with their mentors	○	○	○	○	○	○
Case studies describing the impact completing an IDP has had on specific postdocs and mentors	○	○	○	○	○	○
Suggestions for ways postdocs could encourage their mentors to complete an IDP with them	○	○	○	○	○	○

20. Are there any other resources you would find useful? (please specify)

[text box]

21. Please note any additional suggestions you may have for improving the IDP or increasing its visibility among postdocs or their mentors.

[text box]

Postdoc Survey

22. Is there anything else you would like to add about your experience with the IDP?

[text area]

19. Postdoc status

* 23. Are you a current or former postdoc?

○ Current postdoc

○ Former postdoc

20. Institution

24. At what institution are you doing your postdoctoral work?

[text field]

21. Last postdoc appointment

25. When did you complete your last postdoctoral appointment?

[text field]

22. Contact

26. May we contact you for additional information? If so, please include your name and contact information. (Reminder: all responses will be kept confidential.)

[text area]

23. Thank you

Thank you for your time!

For more information about this survey or individual development plans, please contact Jennifer A. Hobin, Ph.D. at jhobin@faseb.org or 301-634-7650.