Supplemental Material CBE—Life Sciences Education

Hobin et al.

1. Familiarity with IDP

Individual Development Plans (IDPs) provide a planning process to help postdocs identify their career objectives 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 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?
†n Yes
jn No 🔽
2. IDPs at your institution
* 2. Does your institution recommend or require that postdocs develop an IDP with
their faculty mentors?
†n Recommend
j.,
jn 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)
<u>←</u>
* 4. Which IDP is recommended or required?
jn FASEB IDP

j'n	FASEB IDP
j n	IDP modeled on FASEB IDP
jm	Other IDP
m	Don't know

IDP Survey Postdoctoral Administrator
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?
j _∩ 75 -100%
j _∩ 50-75%
j _{∩ 25-50%}
j _∩ 0-25%
j∩ 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
E 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

We do not make postdocs aware of the $\ensuremath{\mathsf{IDP}}$

Posted on institution's webpage

Other (please specify)

	How does your institution make faculty mentors aware of IDPs? (Please check all at 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

We do not make faculty mentors aware of the IDP

Provided to faculty mentors at career/professional development sessions

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?

jn	Resources to assist postdocs
jn	Resources to assist mentors in helping postdocs
jn	Both
j n	Neither
jn	Don't know

6. Career development resources

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

	6	Self	assessment	tools	and/or	workshop	ps
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- 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	j m	j ta	j'n	j ta	j n	j to
Self assessment workshops	j m	j n	j m	j m	jn	j m
Career exploration/planning workshops	j m	j ta	j'n	j ta	j n	j m
Information about career opportunities for scientists	j m	j m	j m	j m	j m	j m
Information about skills/abilities needed for various careers	j m	j m	j m	j ra	jn	j m
Professional development resources (e.g., interviewing, resume writing, communication tips)	j n	j n	j n	j n	j n	jn
IDP "user's manual" that provides in-depth information and resources for each stage of the IDP process	jo	jn	j m	ja	jn	j ta
Video to help mentors and postdocs understand the IDP process	jn	j n	j n	j n	j n	jn
Role playing scenario (script) that could be used as part of an IDP workshop	ja	ja	j to	j o	jo	j ta
A description of the benefits of completing an IDP	j m	j m	j m	j m	jn	j ∩
Case studies describing the impact completing an IDP has had on specific postdocs and mentors	ja	ja	j to	j o	ja	j ta
Template for creating IDP workshops, including suggestions for topics and speakers	j m	jn	j m	j n	jn	j'n
Customizable PowerPoint presentations describing the IDP process	j m	j a	j m	j ta	jm	j n

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

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* 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
Jm	Neither
jn	Don't know
Do 3	ou have any suggestions for adapting the IDP for these groups?
	<u>←</u>

8. Institutional information

* 14. Does your institution have an administrative office dedicated to postdoctoral affairs?
j _n Yes
j∩ No
* 15. In what capacity are you responding to this survey?
j_{\cap} Dean of postdoctoral affairs
$j_{oldsymbol{\cap}}$ Postdoctoral affairs office staff
$j_{ extstyle \cap}$ 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.)
© Office represents all postdocs at institution
© Other (please specify)
* 17. How many postdocs is your office responsible for?
jn Fewer than 50
j _∩ 50-100
j _n 100-500
j _∩ 500-1000
j₁ Over 1000
j₁ Don't know

IDP Survey Postdoctoral Administrator * 18. What is the size of your institution's postdoc population? Fewer than 50 jn 50-100 †n 100-500 jn 500-1000 Over 1000 n Don't know * 19. Approximately how many faculty are actively engaged in research at your institution? Fewer than 50 jn 50-100 jn 100-500 jn 500-1000 n Over 1000 n 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

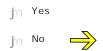
Thank you for your time!

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.

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?



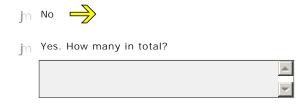
2. Hear about IDP

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



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



3. Help postdocs develop IDP

5. Have postdocs

Did not have time

Other (please specify)

No reason—just did not complete

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



6. Help postdocs develop career plan

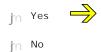
IDP is not needed because postdocs have already decided on a career

Did not have information about career opportunities for postdocs

Did not feel comfortable assessing postdocs' skills and abilities

Did not know what skills are required for various careers

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



7. Help postdocs develop career plan

- * 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
 - E Career plans not needed because postdocs have decided on a career
 - E 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?



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	j n	j a	j n	j so	j m
Helping your postdocs identify careers of interest to them	j n	j m	jn	j m	j m
Helping your postdocs identify the research skills they will need to advance their chosen careers	j n	ja	ja	j o	j n
Helping your postdocs identify the additional skills they will need to advance their chosen careers (e.g., communication, management, grant writing)	Ĵτη	j'n	j n	j m	j'n
Facilitating communication with your postdocs about their career goals	ja	ja	j n	jn	j to
How helpful was the IDP process overall?	Jm	j n	jn	jn	j m

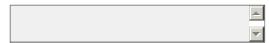
* 11. Do you review your postdocs' IDPs annually, or is there some other formal review of their progress?



10. Review progress

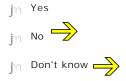
* 12. Why don't you review your postdocs' progress? (Please check all that apply.)

- 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?



12. Type of guidance

*	14.	What type of guidance or resources does your institution offer? (Please check al
	tha	t apply.)

6	Self	assessment	tools	and/or	workshops
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- Career exploration/planning workshops
- Information about career opportunities for scientists
- E 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	j to	ja	Ĵ'n	j n	j ta	jn
Self assessment workshops for postdocs	j m	J'n	j m	J'n	j m	jn
Information about career opportunities for scientists	j m	jn	j m	j m	j ta	ja
Information about skills/abilities needed for various careers	j m	j m	j m	Jm	j m	jn
Career exploration/planning workshops for postdocs	j'n	<u>J</u> m	j m	Jm	j m	jn
Professional development resources for postdocs (e.g., interviewing, resume writing, communication tips)	j n	j'n	j n	j m	j n	j m
Information to help faculty improve their mentoring	j'n	Jn	j'n	Jm	j ta	ja
Workshops to help faculty improve their mentoring	j m	J'n	j m	J'n	j m	jn
IDP "user's manual" that provides in-depth information and resources for each stage of the IDP process	j m	ja	j to	ja	j to	Jo
Video to help mentors and postdocs understand the IDP process	j ∩	jn	j n	ĴΩ	j m	jn
A description of the benefits of completing an IDP that mentors could share with their postdocs	j m	jn	j to	jm	j to	ja
Case studies describing the impact completing an IDP has had on specific postdocs and mentors	j n	j'n	j m	ĴΩ	j m	j n

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

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	ty IDP Survey
* 17.	Would it be useful to adapt the IDP for graduate students or early career
facı	ulty?
jn	Graduate students
jn	Early career faculty
j m	Both
j m	Neither
j m	Don't know
Do y	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
incr	reasing its visibility among mentors.
10	Is there anything else you would like to add about your experience with the IDP?
17.	To there arrything else you would like to dad about your experience with the rbi :
14. Ir	nstitution
	Which scientific or professional societies are you a member of?
* 20.	Which scientific or professional societies are you a member of?
* 20.	
* 20.	Which scientific or professional societies are you a member of?
* 20. * 21.	Which scientific or professional societies are you a member of? What is your job title?
* 20. * 21.	Which scientific or professional societies are you a member of? What is your job title? Research Scientist
* 20. * 21. •	Which scientific or professional societies are you a member of? What is your job title? Research Scientist Assistant Professor
* 20. * 21. • •	Which scientific or professional societies are you a member of? What is your job title? Research Scientist Assistant Professor Associate Professor
* 20. * 21. © © © ©	Which scientific or professional societies are you a member of? What is your job title? Research Scientist Assistant Professor Associate Professor Full Professor
* 20. * 21. e e e e	Which scientific or professional societies are you a member of? What is your job title? Research Scientist Assistant Professor Associate Professor Full Professor Dean
* 20. * 21. e e e e	Which scientific or professional societies are you a member of? What is your job title? Research Scientist Assistant Professor Associate Professor Full Professor Dean Other (please specify)
* 20. * 21. e e e e	Which scientific or professional societies are you a member of? What is your job title? Research Scientist Assistant Professor Associate Professor Full Professor Dean
* 20. * 21. 6 6 6 22.	Which scientific or professional societies are you a member of? What is your job title? Research Scientist Assistant Professor Associate Professor Full Professor Dean Other (please specify)

Faculty IDP Survey						
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.						

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?







2. Hear about IDP

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

- Faculty mentor 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
- Institution's postdoctoral association provided it to me
- Heard about it through colleagues
- © Career/professional development session at my institution
- Career/professional development session at professional society meeting
- $\ensuremath{\mbox{\ensuremath{\wp}}}$ Included in postdoctoral orientation package/session
- Professional society email, newsletter, or website
- National Postdoctoral Association
- E Institution's website
- Other (please specify)



3. IDPs at your institution

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

- n Recommended
- n Required
- h Neither



Postdoc Survey * 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) * 5. Which IDP is recommended or required? n FASEB IDP in IDP modeled on FASEB IDP n Other IDP jn Don't know 5. IDP completion * 6. Have you ever completed all or part of an IDP? jn Yes jn 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? jn Yes ◯ in 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?





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
 - E 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?

Jm	Yes	\bigcirc
jn	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
 - E Did not think my mentor had time to discuss IDP with me
 - E 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)



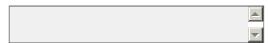
* 14. Do you review your IDP with your mentor annually, or is there some other formal review of your progress?





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	j m	J m	j n	j to	j ta
Identifying careers of interest to you	j m	j m	j m	j m	j m
Identifying the research skills you will need to advance your chosen career	j n	jn	ja	j to	j n
Identifying the additional skills you will need to advance your chosen career (e.g., communication, management, grant writing)	j n	j m	j n	j n	j n
Facilitating communication about your career goals with your mentor	j n	ja	ja	jα	j ta
How helpful was the IDP process overall?	j m	j n	j n	j m	j m

16. Career development resources

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



17. Type of guidance

*		. What type of guidance or resources does your institution offer? (Please check all at apply.)
	6	Self assessment tools and/or workshops
	ē	Career exploration/planning workshops
	e	Information about career opportunities for scientists

€	Information about skills/abilities needed for various careers
Ê	Career/professional development resources (e.g., interviewing, resume writing, communication tips)
Ê	Seminars/workshops demonstrating the IDP process

Other (pl	ease specify)	
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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	j n	ja	j m	jn	j'n	jn
Self assessment workshops	j m	j n	j m	j'n	j m	j m
Career exploration/planning workshops	j m	j a	j n	ja	j m	j sa
Information about career opportunities for scientists	j m	jn	j m	j'n	j m	j m
Information about skills/abilities needed for various careers	j to	j n	jn	jn	j to	j a
Professional development resources (e.g., interviewing, resume writing, communication tips)	j n	j n	j n	j n	j m	jn
IDP "user's manual" that provides in-depth information and resources for each stage of the IDP process	j n	j n	ja	jn	jn	ja
Video to help mentors and postdocs understand the IDP process	j m	j m	j m	j m	j m	j m
A description of the benefits of completing an IDP that postdocs could share with their mentors	j n	j to	j tn	Ĵ'n	jn	ja
Case studies describing the impact completing an IDP has had on specific postdocs and mentors	j n	j'n	j'n	j m	j m	jn
Suggestions for ways postdocs could encourage their mentors to complete an IDP with them	ja	j to	ja	jn	jn	ja

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

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



Postdoc Survey
22. Is there anything else you would like to add about your experience with the IDP?
19. Postdoc status
* 23. Are you a current or former postdoc? jn Current postdoc jn Former postdoc
20. Institution
24. At what institution are you doing your postdoctoral work?
21. Last postdoc appointment
25. When did you complete your last postdoctoral appointment?
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.)
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.