

Trainee: _____

Date Completed: _____

NUPEDHA Trainee Self-Assessment Worksheet

Self-Assessment Instructions

On the following pages are a number of skills typically critical to your professional development in academic science and/or medicine. Each may or may not be applicable to your unique situation, and there may be others that you (and your mentor) believe are important. Evaluate your strengths and weaknesses, assess your goals and achievements in the most recent review period, determine and prioritize new goals for the upcoming review period, and propose a plan of how you will achieve these goals.

Questions to ask yourself in advance of preparing this might include:

- How many presentations did you give, either about your research or in some other 'science' related capacity? How will you develop better presentation skills?
- What manuscripts have you written in the past year? What were your contributions to them? Do you feel your writing skills have improved? Are there specific areas of written communication you would like to work on in the coming year? How will you improve your writing skills?
- What research-related skills have you acquired in the past year? What further skills do you need to acquire to be successful as a researcher and in your future career? How will you gain exposure to these skills and evaluate your competency?
- What collaborations have you established? Are they successful and beneficial to you? Do you need to establish others or modify your current collaborations?
- What fellowships or grants did you write? Were they funded? If yes, how will you assure that you make progress on these projects in the coming year? If you were not successful, what can you do to improve the application?
- What awards (both those you applied for and those you were nominated for) did you receive (if any)?
- How do you plan to improve your command of the scientific body of knowledge in your field?
- Are there any other skills/qualities that you feel are important to your career development? How will you improve these in the upcoming year?

Planning Ahead and Writing Your Individual Development Plan (IDP)

Compare your completed self-assessment worksheet with your mentor's assessment, and write your Individual Development Plan (IDP) for the upcoming review period. Questions to consider as you prepare your IDP might include:

1. What did you achieve this year to advance toward your long term career goal?
2. What the critical areas do you need to improve to meet your long-term career goal?
3. What were your short-term goals for the past year? What goal(s) received your top priority for the past year? Which did you meet and why? Which did you not meet, and why not?
4. What goal(s) will receive your top priority for the coming year? Do you foresee any major obstacles and what do you need to do to minimize their impact?
5. What resources do you have to help improve? Are there additional resources that need to be found for you to meet your goals? Which are most important for your specific career goals?

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1. Productivity: manuscript and grant writing.

<p>What are your strengths with respect to this skill?</p>	<p>What are your weaknesses with respect to this skill?</p>
<p>What were your goals from the last review period for improving this skill?</p>	<p>Were these goals met? How did you improve? What accomplishments did you achieve?</p>
<p>What are your goals for this review period for improving this skill? How do you plan to achieve these goals? What accomplishments will you target?</p>	

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2. Presentation skills.

<p>What are your strengths with respect to this skill?</p>	<p>What are your weaknesses with respect to this skill?</p>
<p>What were your goals from the last review period for improving this skill?</p>	<p>Were these goals met? How did you improve? What accomplishments did you achieve?</p>
<p>What are your goals for this review period for improving this skill? How do you plan to achieve these goals? What accomplishments will you target?</p>	

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2. Scientific skills: command of scientific body of knowledge (literature, seminars, etc.); scientific interactions inside and outside of lab (networking/collaborations); intellectual contributions to your project.

<p>What are your strengths with respect to this skill?</p>	<p>What are your weaknesses with respect to this skill?</p>
<p>What were your goals from the last review period for improving this skill?</p>	<p>Were these goals met? How did you improve? What accomplishments did you achieve?</p>
<p>What are your goals for this review period for improving this skill? How do you plan to achieve these goals? What accomplishments will you target?</p>	

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4. Organization and time management: Drive/motivation; time investment; short-term and long-term time planning.

<p>What are your strengths with respect to this skill?</p>	<p>What are your weaknesses with respect to this skill?</p>
<p>What were your goals from the last review period for improving this skill?</p>	<p>Were these goals met? How did you improve? What accomplishments did you achieve?</p>
<p>What are your goals for this review period for improving this skill? How do you plan to achieve these goals? What accomplishments will you target?</p>	