



## Annex 2 – Personal Career Development Plan

The Personal Career Development Plan (PCDP) provides a planning process that identifies annual progress, professional development needs, and career objectives for postdoctoral fellows. It serves as a communication tool between postdoctoral fellows and their mentor/supervisors and offers a platform for broader discussion. Identifying short-term goals will give postdoctoral fellows a clearer sense of expectations and help identify milestones along the way to achieving specific objectives. Postdoctoral fellows will have a process that assists in developing and achieving long-term career goals.

Goals of the PCDP help the postdoctoral fellow identify:

- Short-term needs for improving current performance.
- Long-term career goals and options and the necessary tools to achieve them.

### Outline of the CDP process

The development, implementation, and revision of the PCDP requires a series of steps to be conducted by the postdoctoral fellow and the mentor. Both the postdoctoral fellow and the mentor must participate fully in the process. Best results are to be expected in a context of honesty and openness. In such a case, the PCDP will likely function as a starter for broader discussion on the involvement and future career and goals of the postdoc. Proper use may also reveal or prevent misconceptions about tasks, involvement in research group activities and objectives.

### Duration and Revision

It is up to the postdoc and mentor to use the PCDP as felt appropriate. To this end, they may adjust the plan according to personal needs and/or particularities of the research field and career expectations. At each iteration, the postdoctoral fellow completes the PCDP and submits at the given time, following discussion and revision with the mentor.

### Suggested steps

During the first meeting it is important to discuss and agree about the competences listed below and the starting knowledge of them. Mentor and mentee will check each area and establish which competences the fellow would like to improve and how to achieve the improvement. During the following meetings mentor and mentee will discuss about the progresses made and the competences to strengthen while clarifying fellow's aims and objectives. In the last meeting, mentor and mentee will check which competences have been improved and how these competences would lead to new career steps.



Postdoc Fellow: Name

Mentor: Name

### Self-assessment

For the Postdoc fellow: start by thinking through your existing strengths and development areas. What are you really good at? Where could you improve? This will help you figure out what to target.

Likes & Motivators

Dislikes

Strengths

Thinking about your own views and feedback you have received, what skills do you excel at?

Development areas

What do you find challenging? What areas would you like to improve on?

Where do you want to be in 2 years' time?

Where do you want to be in 5 years' time?



## Competence Achievement

Competences that the Fellow would like to build up and/or improve during his/her postdoc grant, according to the **European Competence Framework for Researchers<sup>1</sup>**, as listed below (starting level and progress towards the target level):

- **Doing research**

	Levels of Achievement			
Competences	Foundational	Intermediate	Advanced	Expert
Have disciplinary expertise				
Perform scientific research				
Conduct interdisciplinary research				
Write research documents				
Apply research ethics and integrity principles				

- **Managing research tools**

	Levels of Achievement			
Competences	Foundational	Intermediate	Advanced	Expert
Manage research data				
Promote citizen science				
Work in teams				
Manage intellectual property rights				
Operate open-source software				

- **Managing Research**

	Levels of Achievement			
Competences	Foundational	Intermediate	Advanced	Expert
Mobilise Resources				
Manage Projects				
Negotiate				
Evaluate Research				
Promote Open Access Publications				

<sup>1</sup> [https://research-and-innovation.ec.europa.eu/system/files/2023-04/ec\\_rtd\\_research-competence-presentation.pdf](https://research-and-innovation.ec.europa.eu/system/files/2023-04/ec_rtd_research-competence-presentation.pdf)



- **Making an impact**

	Levels of Achievement			
Competences	Foundational	Intermediate	Advanced	Expert
Participate in the publication process				
Disseminate results to the research community				
Teach in academic or vocational contexts				
Communicate to the broad public				
Increase the impact of Science on Policy and Society				
Promote open innovation				
Promote the transfer of knowledge				

- **Self Management**

	Levels of Achievement			
Competences	Foundational	Intermediate	Advanced	Expert
Manage personal professional development				
Show entrepreneurial spirit				
Plan self-organisation				
Cope with pressure				

- **Cognitive Abilities**

	Levels of Achievement			
Competences	Foundational	Intermediate	Advanced	Expert
Abstract thinking				
Critical thinking				
Analytical thinking				
Strategic thinking				
Systemic thinking				
Problem solving				
Creativity				

- **Work with others**

	Levels of Achievement			
Competences	Foundational	Intermediate	Advanced	Expert
Interact professionally				
Develop networks				



Work in teams				
Ensure wellbeing at work				
Build mentor-mentee relationships				
Promote inclusion & diversity				

## Actions

What actions to be taken in the next year to play to get ready for the 2-year goal?

Some examples of actions according to different competencies:

- Learn new techniques
- Publish work from ongoing collaborations
- Chair a session at an international meeting
- Mentor graduate and undergraduate students
- Collaborate with other researchers in the department
- Help select and purchase long-term resources
- Write a small grant to complement ongoing work / Participate in securing research funding
- Publish results generated from the grant
- Communicate research findings: publish data in peer-reviewed journals, give oral presentations or posters at conferences, write about research for non-scientific audiences via blogs or online magazines
- Be involved in public engagement activities
- Looking for a job opportunity

The PCDP will be shared with the supervisors/co-supervisors and the heads of the relevant Departments, who will monitor, together with the mentor, the progress of the post-doc towards the achievements planned.