

CDP Instructions

All MCW postdocs are required to complete a Career Development Plan (CDP) upon start of their initial annual employment contract. **Postdocs have 60 days from contract start to complete the steps below** which include:

- A. Complete/Update an Individual Development Plan using the myIDP website (detailed instructions below)
- B. Meet with your supervisor/PI to discuss the career goals and other elements of your CDP
- C. Upload your CDP to the Qualtrics survey linked below

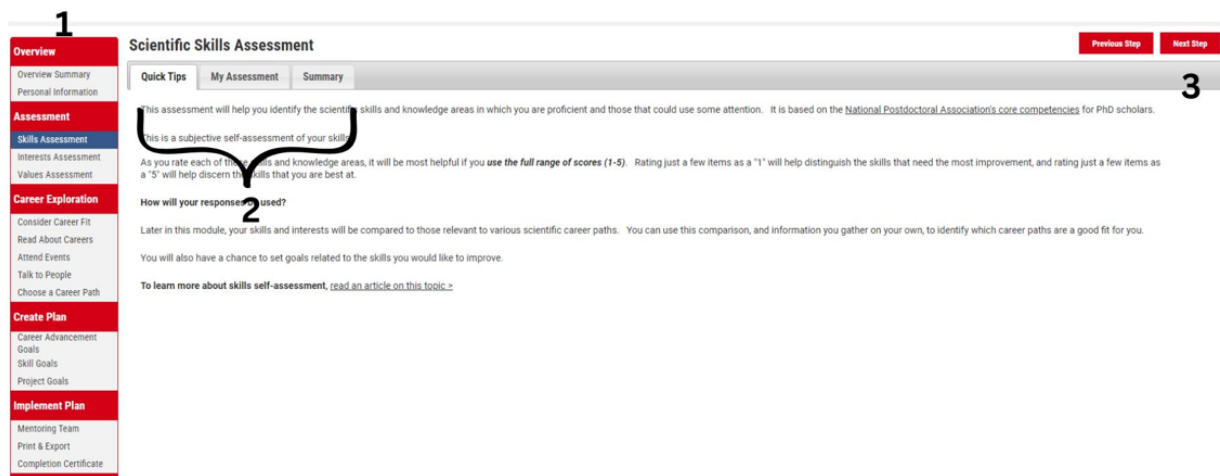
If you have any questions, please reach out to the Office of Postdoctoral Education (postdoc@mcw.edu)

Before you begin: The myIDP assessment process will take about 3-4 hours to complete, which can be broken up over several days if you choose. Just be sure to click on the save button at the bottom of the page, after each section.

- Open myIDP: [Home Page \(sciencecareers.org\)](http://sciencecareers.org)
 1. If you are a returning user, click on red “Returning User” button
 2. If you are new to myIDP, click on red “First Time Here?” button
 - i. Enter all required fields on the Create a New Account page
- Navigating tips (screen shot below)

#1 - Complete all steps in each section

#2 - Each page has tabs at the top – complete each tab, then click on “Next Step” red button (#3)



Section 1: Overview

1. Read The Individual Development Plan Overview Summary page.
2. **Complete Personal Information**
 - a. Edit Tab – Update your information.

- b. Email Preferences – Update only if needed.
- c. Change Password – Update only if needed.

Section 2: Assessment

1. Scientific Skills Assessment
 - a. Read Quick Tips tab – Click Next Step button.
 - b. **Complete My Assessment** – Click Save & Move to Next Step red button at the bottom of the page.
 - c. Summary – Read over the summary of your self-assessment for skills and knowledge – Click red Next Step button.
2. Interests Assessment
 - a. Read Quick Tips tab – Click red Next Step button.
 - b. **Complete My Assessment** – Click Save & Move to Next Step red button at the bottom of the page.
 - c. Summary – Read over the summary of your self-assessment for interests – Click red Next Step button.
3. Values Assessment
 - a. Read Quick Tips tab – Click Next Step button.
 - b. **Complete My Assessment** – Click Save & Move to Next Step red button at the bottom of the page.
 - c. Summary – Read over the summary of your self-assessment for values – Click red Next Step button.

Section 3: Career Exploration

1. Consider Career Fit
 - a. Read Quick Tips tab – Click Next Step button.
 - b. Read My Career Path Matches – **Click on Skills Match and Interests Match % for your top 5 scores and read.** Note how your rating compares to the Expert ratings in each category. Click red Next Step button when complete.
2. Read About Careers
 - a. Read Quick Tips tab – Click Next Step button.
 - b. Resources tab – **Choose top 2 career paths, click on “Read More” and select 1 or more resource articles of interest to read in full.** Click red Next Step button when complete.
 - c. My Notes tab – **Enter the website/URL of the 2 (or more) resources articles read; add any notes, as desired** - Click red Next Step button.
3. Attend Events and Workshops
 - a. Read Quick Tips tab – Click Next Step button.
 - b. My Events and Workshops tab – **Keep track of events you have attended (this can include events sponsored by the MCW Postdoc Office, Spotlight on Science Seminars, Scientific Conferences/Workshops, etc).** Click on Next Step button.
4. Talk to People
 - a. Read Networking tab – Click Next Step button.

- b. Read Informational Interview tab.
 - c. My Activities tab – Keep track of people you have met. Click on Next Step button.
 5. Choose a Career Path
 - a. Read Quick Tips tab – Click Next Step button.
 - b. My Career Plans tab
 - i. **Complete Plan A and Plan B – Two long term career goals** – Click red Save & Move to Next Step button at the bottom of the page.

Section 4: Create Plan

1. Career Advancement Goals
 - a. Read Quick Tips tab – Click Next Step button.
 - b. My Career Advancement Areas to Improve – **Choose 2 – 5 areas you would like to work on improving this year.** Click red Save & Move to Next Step button at the bottom of the page.
 - c. My SMART Goals tab – **Create a SMART goal for each area to improve.** Click Add SMART Goal button after each. Once complete, click on red Add & Move to Next Step button.
2. Skills Development Goals
 - a. Read Quick Tips tab – Click Next Step button.
 - b. My Skills to Improve tab – **Select 2 – 5 areas on the page you would like to work on improving this year.** Click red Save & Move to Next Step button at the bottom of the page.
 - c. My SMART Goals tab – **Create a SMART goal for each area to improve.** Click Add SMART Goal button after each. Once complete, click on red Add & Move to Next Step button.
3. Project Completion Goals
 - a. Read Quick Tips tab – Click Next Step button.
 - b. My Project Areas to Improve tab - **Choose 2 – 5 areas you would like to work on improving this year.** Click red Save & Move to Next Step button at the bottom of the page.
 - c. My SMART Goals tab – **Create a SMART goal for each area to improve.** Click Add SMART Goal button after each. Once complete, click on red Add & Move to Next Step button.

Section 5: Implement Plan

1. Mentoring Team
 - a. Read Quick Tips tab – Click Next Step button.
 - b. My Mentors tab – **Enter a team of mentors (in addition to your research advisor).** Enter name and primary role, click on red Add Mentor button after each. Click red Add & Move to Next Step button.
2. Print & Export
 - a. Read Quick Tips tab – Click Next Step button.
 - b. Print myIDP tab – Click on red “Generate PDF” button at the bottom of the page.
 - c. **Save CDP document** and upload via Qualtrics survey (link below).

- d. Complete Qualtrics signature link (once postdoc completes the survey, an email is sent to the PI with a link for them to register their formal approval):

[Direct link \(bit.ly/3YvGT47\)](https://bit.ly/3YvGT47)

