Individual Development Plan
for
Jazmyn Gutierrez

Personal Information

Current Role: BS Student

Institution:

IDP last modified: 6/25/2024

Career Plans Summary

Plan A

Long Term Goal:

Short Term Goal:

Plan B

Long Term Goal:

Short Term Goal:

SMART Goal Summary

Note: only goals within last 12 months and up 12 months in the future are shown.

June 2024

- Improve my work/life balance. Use time outside of work to rest and play appropriately. [weekly]
- Spend time each week researching new topics in science [weekly]
- Show up on time for each shift [daily]
- Work efficiently and rest when its time [daily]
- Complete experiments on time
- Spend time each week on presentation [weekly]
- Prepare my CV for graduate school and write a cover letter [weekly]
- Practice presenting my research [weekly]
- Practice preparing for interviews with various people so I don't become accustom to interviewing with the same friend/family member. [monthly]
- Take a training that assists with this [monthly]
- Take inventory of what I want, what I'm good at, and what I care about
- Work with trainer on using R [monthly]

- Look into graduate school and apply for jobs that I find intersing.

July 2024

- Improve my work/life balance. Use time outside of work to rest and play appropriately. [weekly]
- Spend time each week researching new topics in science [weekly]
- Show up on time for each shift [daily]
- Work efficiently and rest when its time [daily]
- Spend time each week on presentation [weekly]
- Prepare my CV for graduate school and write a cover letter [weekly]
- Practice presenting my research [weekly]
- Practice preparing for interviews with various people so I don't become accustom to interviewing with the same friend/family member. [monthly]
- Take a training that assists with this [monthly]
- Take inventory of what I want, what I'm good at, and what I care about
- Work with trainer on using R [monthly]
- Using results, create compelling diagrams and graphs that showcase out work
- Look into graduate school and apply for jobs that I find intersing.

August 2024

- Spend time each week researching new topics in science [weekly]
- Work efficiently and rest when its time [daily]
- Practice preparing for interviews with various people so I don't become accustom to interviewing with the same friend/family member. [monthly]
- Look into graduate school and apply for jobs that I find intersing.

September 2024

- Spend time each week researching new topics in science [weekly]
- Work efficiently and rest when its time [daily]
- Practice preparing for interviews with various people so I don't become accustom to interviewing with the same friend/family member. [monthly]
- Look into graduate school and apply for jobs that I find intersing.

October 2024

- Spend time each week researching new topics in science [weekly]
- Work efficiently and rest when its time [daily]
- Practice preparing for interviews with various people so I don't become accustom to interviewing with the same friend/family member. [monthly]
- Look into graduate school and apply for jobs that I find intersing.

November 2024

- Spend time each week researching new topics in science [weekly]
- Work efficiently and rest when its time [daily]
- Practice preparing for interviews with various people so I don't become accustom to interviewing with the same friend/family member. [monthly]
- Look into graduate school and apply for jobs that I find intersing.

December 2024

- Spend time each week researching new topics in science [weekly]
- Work efficiently and rest when its time [daily]
- Practice preparing for interviews with various people so I don't become accustom to interviewing with the same friend/family member. [monthly]
- Look into graduate school and apply for jobs that I find intersing.

Self Assessment Summary

Strong Skills

- Critical evaluation of scientific literature
- Seeking advice from advisors and mentors
- Demonstrating workplace etiquette
- Complying with rules and regulations
- Maintaining positive relationships with colleagues
- Careful recordkeeping practices
- Understanding of data ownership/sharing issues
- Demonstrating responsible conduct in animal research
- Can identify and address research misconduct
- How to identify career options
- Technical skills related to my specific research area

Weak Skills

- Writing grant proposals
- Teaching in a classroom setting

Top Interests

- Creating presentations
- Reading papers in your field
- Learning about other fields
- Thinking about science
- Keeping up with current events in science

- Discussing science with others
- Attending conferences or scientific meetings
- Learning how to use new equipment or techniques
- Using qualitative methods in understanding science (e.g., focus groups, in-depth interviews, field observations)
- Performing research with animal subjects
- Speaking about science to non-scientists
- Work-related travel
- Organizing things, creating systems in the workplace
- Planning or organizing events

Activities To Avoid

- Performing research with human subjects
- Teaching in a classroom setting
- Developing curricula

Top Values

- Job Security: be assured of keeping my job and salary
- Benefits Available: have health, retirement, tuition reimbursements, etc.
- Earning Potential: have a salary which allows me to purchase essentials as well as some luxuries of life
- Location: live in a place which is conducive to my lifestyle
- Job Tranquility: work in a low pressure environment
- Work/Life Balance: balance time spent at work and time spent doing other activities

Self Assessment Summary Tables

Skills Summary

1 **Highly deficient**	2	3	4	5 **Highly proficient**
• Writing grant proposals • Teaching in a classroom setting	• Statistical analysis • Training and mentoring individuals • Developing/managing budgets	• Broad based knowledge of science • Navigating the peer review process • Writing scientific publications • Writing for nonscientists • Speaking clearly and effectively • Presenting research to scientists • Presenting to nonscientists • Contributing to discipline (e.g. member of professional society) • Contributing to institution (e.g. participate on committees) • Planning and organizing projects • Time management • How to negotiate	• Experimental design • Interpretation of data • Creativity/innovative thinking • Basic writing and editing • Negotiating difficult conversations • Upholding commitments and meeting deadlines • Providing instruction and guidance • Providing constructive feedback • Dealing with conflict • Managing data and resources • Delegating responsibilities • Leading and motivating others • Demonstrating responsible authorship and publication practices • Demonstrating responsible conduct in human research • Can identify and manage conflict of interest • How to maintain a professional network • How to prepare application materials	• Critical evaluation of scientific literature • Seeking advice from advisors and mentors • Demonstrating workplace etiquette • Complying with rules and regulations • Maintaining positive relationships with colleagues • Careful recordkeeping practices • Understanding of data ownership/sharing issues • Demonstrating responsible conduct in animal research • Can identify and address research misconduct • How to identify career options • Technical skills related to my specific research area

			- How to interview - Deep knowledge of my specific research area	

Interests Summary

1 I would like to never do this in my career	2	3	4	5 I would like to do this often in my career
• Performing research with human subjects • Teaching in a classroom setting • Developing curricula	• Planning new scientific projects or developing new research directions • Writing grant proposals • Writing scientific manuscripts • Mentoring or teaching one-on-one • Assessing business trends and strategies, entrepreneurial ideas	• Designing experiments • Analyzing experimental results • Writing project reports or other business-related correspondence • Building new devices or developing/refining techniques • Using quantitative methods in understanding science (e.g., statistics, mathematical modeling) • Serving on committees • Working in a team • Leading or supervising others	• Performing experiments • Writing position papers or policy papers • Representing data in figures/illustrations • Giving presentations about science • Writing about science to non-scientists • Developing collaborations • Negotiating agreements • Analyzing financial data or budgets • Networking with others	• Creating presentations • Reading papers in your field • Learning about other fields • Thinking about science • Keeping up with current events in science • Discussing science with others • Attending conferences or scientific meetings • Learning how to use new equipment or techniques • Using qualitative methods in understanding science (e.g., focus groups, in-depth interviews, field observations) • Performing research with animal subjects • Speaking about science to non-scientists • Work-related travel • Organizing things, creating systems in the workplace • Planning or organizing events

Values Summary

1 Unimportant	2	3	4	5 Essential
• People Contact: have day-to-day contact with clients or colleagues • Supervision: be directly responsible for work done by others	• Teamwork: work in collaboration with others as part of a team • Competition: engage in activities that test my abilities/achievements against others' abilities/achievements • Make Decisions: have authority to decide courses of action, policies, etc. • Fast Pace: work in a busy atmosphere with frequent deadlines • Status and Prestige: work in a position or organization which carries respect with my friends, family or colleagues	• Help Others: be involved with directly helping individuals or small groups • Independence: work with little direction from others • Aesthetics: appreciate the beauty of things and ideas that I work with • Risk Taking: have work duties that involve trying new things, despite the chance that negative outcomes could result • Physically Challenging: have a job that requires high physical demands • Not Physically Challenging: have a job that does not require high physical demands • Learn New Things: be challenged to learn new skills or knowledge on a regular basis	• Help Society: contribute to betterment of world • Friendships: Develop close personal relationships with people at work • Congenial Atmosphere: work with friendly colleagues • Influence People: be in a position to change attitudes or opinions of other people • Work Alone: work on projects by myself, with little contact with others • Intellectual Challenge: perform work that is intellectually stimulating • Work on Frontiers of Knowledge: engage in the pursuit of knowledge or generating new ideas • Expert Status: be acknowledged as an expert in a given field • Creativity: originate and develop new ideas • Predictability: have job duties that are similar day-to-day • Variety: have job duties that change frequently	• Job Security: be assured of keeping my job and salary • Benefits Available: have health, retirement, tuition reimbursements, etc. • Earning Potential: have a salary which allows me to purchase essentials as well as some luxuries of life • Location: live in a place which is conducive to my lifestyle • Job Tranquility: work in a low pressure environment • Work/Life Balance: balance time spent at work and time spent doing other activities

			- Recognition: be recognized or appreciated for the quality of my work - Flexible Schedule: have some choice over the hours or days that I work - Professional Development: have a job with opportunities for growth or promotions - Family Friendly: have a job with policies supportive of families, including day care, flexible work schedules, etc. - Exercise Competence: take advantage of my strongest talents and skills on a regular basis - High Demand: develop a desirable knowledge base or skill set to facilitate finding my next job	

Career Exploration Summary

Career Resources

Events

Networking

Career Advancement Goals

Enhance self-awareness of my career interests, skills, and values

Name: Take inventory of what I want, what I'm good at, and what I care about
Frequency:
Start date: 7/7/2024
End date: 7/30/2024
Accountability: Talk to my family about it
Completed: No

Enhance personal wellness

Name: Improve my work/life balance. Use time outside of work to rest and play appropriately.
Frequency: weekly
Start date: 6/25/2024
End date: 8/7/2024
Accountability: Talk to my best friend about it and check in on rest days
Completed: No

Learn more about particular career options

Name: Look into graduate school and apply for jobs that I find intersing.
Frequency:
Start date:
End date:
Accountability: Talk to mom about this and keep her updated
Completed: No

Prepare CV/resume, cover letter, teaching/research statement, etc.

Name: Prepare my CV for graduate school and write a cover letter

10

Frequency: weekly
Start date: 6/30/2024
End date: 7/31/2024
Accountability: Track my progress monthly
Completed: No

Prepare for interviews

Name: Practice preparing for interviews with various people so I don't become accustom to interviewing with the same friend/family member.
Frequency: monthly
Start date: 7/1/2024
End date: 12/31/2024
Accountability: Ask friends/family for help, set up mock interviews.
Completed: No

Skills Development Goals

Broad based knowledge of science

Name: Spend time each week researching new topics in science
Frequency: weekly
Start date: 6/25/2024
End date: 12/31/2024
Accountability: Tell my sister about it and share what I learn over a coffee
Completed: No

Statistical analysis

Name: Take a training that assists with this
Frequency: monthly
Start date: 7/1/2024
End date: 8/7/2024
Accountability: See if I can run statistics for my poster
Completed: No

Presenting research to scientists

Name: Practice presenting my research
Frequency: weekly
Start date: 6/30/2024

End date: 8/1/2024
Accountability: Present to my roomates
Completed: No

Demonstrating workplace etiquette

Name: Show up on time for each shift
Frequency: daily
Start date: 6/25/2024
End date: 8/7/2024
Accountability: Talk to lab mates about it.
Completed: No

Time management

Name: Work efficiently and rest when its time
Frequency: daily
Start date: 6/25/2024
End date: 12/31/2024
Accountability: Listen to my body and talk to mom
Completed: No

Project Completion Goals

Complete current experiments

Name: Complete experiments on time
Frequency:
Start date: 6/25/2024
End date: 7/24/2024
Accountability: Weekly updates with Kerstin
Completed: No

Perform data analysis

Name: Work with trainer on using R
Frequency: monthly
Start date: 7/9/2024
End date: 7/31/2024
Accountability: Showing up to the presentation with statistical results
Completed: No

Create graphs and illustrations

Name: Using results, create compelling diagrams and graphs that showcase out work

Frequency:

Start date: 7/25/2024

End date: 8/7/2024

Accountability: Showing up with a great poster

Completed: No

Prepare presentation (talk, poster, etc.)

Name: Spend time each week on presentation

Frequency: weekly

Start date: 6/25/2024

End date: 7/31/2024

Accountability: Talk with Ari and Sophie about it

Completed: No

Mentoring Summary

Mentor

Role

Brett Branco

guide your scientific career, help you reach your work/life balance goals, or provide perspective on transitioning into a new career path.