**Career Advancement Plan for Research Team Members**

*You are being asked to complete this career advancement plan and to review it regularly with your research team leader (PI or research project manager). The goal of completing this form is for you to think about how you would like to shape your research experience. Having clear goals can help you identify opportunities or responsibilities that you would like to take on as part of your research role. As you write your goals, please remember the S.M.A.R.T. pneumonic for writing goals* <https://www.smartsheet.com/blog/essential-guide-writing-smart-goals>*:*

*Specific Who? What? Why? Where? When?*

*Measurable How can we be sure you have achieved your goal?*

*Action-Oriented Ensure that the goal is under your control and not someone else’s. e.g., submit 1 abstract to a meeting vs. present one abstract at a meeting*

*Realistic Given the training that you have right now, can this goal actually be carried out?*

*Time-Bound What is the timeline for completing this goal?*

*Additionally, what you set as your goals may provide a framework for discussion with your supervisors about expanding or focusing your research responsibilities to better align with your career goals. You may be as brief or expansive as you chose. However, the more specific and detailed you can be, the better guidance we can provide about your career development.*

1. **Describe 1 to 3 long-term (5 to 10 years away) career goals.**
2. **Describe 3 to 5 shorter-term career goals (1-3 years) that will help you achieve your long-term career goal.**
3. **Discuss your accomplishments to date that will help you achieve your short- and long-term career goals.**
4. **Identify gaps in your training or experience that you need to fill in order to achieve your short-term (and long-term) goals**
5. **Discuss why you choose this particular position**
	1. **List the skills that you bring to this position**
	2. **Describe the skills you hope to learn while in this position**
6. **List the research “deliverables” (e.g., abstracts, presentations, papers, etc) you hope to get from this research position that will help you achieve your short- and long-term goals**
7. **If you were seeking a letter of recommendation after 3- or 6- months, what do you hope that your research supervisors will be able to say about you?**