

Guideline for the Postdoc Career Planning Conversation to develop a Career Plan

The present Guidelines give an overview of the topics to be discussed in a Postdoc Career Planning Conversation, and offer a possible structure to conduct the conversation. Of course, there is the freedom to individually set priorities. The Guidelines may be used to take minutes of the conversation. The minutes will remain with those involved in the conversation.

1. Taking stock and status quo

- What has been achieved so far?
 - with regard to research (e.g. focus in research, research-related independence, profile building)
 - with regard to teaching experiences
 - with regard to publications and presentations
 - with regard to raising third-party funding
- further milestones (e.g. qualifications, stays abroad, conference participation, committee work, honours and awards)

Notes:

2. Field of Activity: Professorship – Competencies and Market Analysis

- Field of Activity: Professorship in general: What are the main qualities and characteristics of a professor? What competencies and skills does he/she need (professional and methodological expertise, social competence, personal skills)?
- What prerequisites and conditions need to be met in the specific subject to be eligible for appointment to a professorship (e.g. formal requirements, criteria for success, ...)?
- How strong is the competition in the specific subject?
- What alternative options are there within or outside the university to the professorship at the university?

Notes:

3. Profile of the Postdoc with regard to various career options

- What is the postdoc's own assessment of his/her profile? What career options does he/she see for him/herself? What career goals is he/she envisaging? Does he/she aspire to a professorship at university?
- How do the other professors involved assess the profile of the postdoc with regard to the envisaged career goals?
- What are his/her strengths? Where would they see potential for further development?
- What measures of personnel development are considered necessary?

Notes:

4. Objectives

To draw up a timetable and work plan, the following questions should be discussed:

- What priorities should be set and worked on? What goals/milestones should be reached:
 - Goals in the area of research (e.g. research focus, Habilitation [post-doctoral degree/qualification making an individual eligible to take up a professorship] or achievements considered equivalent to a Habilitation, stays abroad or research visits, ...)
 - Goals in the area of teaching and supervision
 - Objectives regarding publications and presentations (what kind of publications, number and quality of publications)
 - If applicable, in the area of raising third-party funding
 - Further objectives
- What are the next concrete steps?

Notes:

5. Support from the involved professors

- What obstacles have you come across on the way to reach your goals? How could these be overcome? What support would you need? (e.g. concerning your tasks, work environment, leadership, collaboration, continued education, ...)
- What about the reconciliation of family life and your career? How could supervisors provide you with support regarding this challenge?
- What contacts and networks are important? How could these networks be created? How could supervisors promote and encourage the integration into these networks?

Notes:

6. Agreements and arrangements

At the end of the conversation, you should agree on concrete arrangements which shall be documented **in the Confirmation of having held this Career Planning Conversation**, and shall be attached to the Request for Employment or Continued Employment:

- For what time frame are you requesting employment or continued employment?
- What academic qualification objectives will you be pursuing?

Please note: Employment or continued employment requires a contract that is meant to promote the individual academic or artistic qualification and development of the academic staff person in question. The planned duration of the (continued) employment contract should be appropriate and reasonable for the staff person to meet the intended qualification objectives.

- Have other arrangements been agreed upon?

Notes:

Date of the conversation: _____

Signature Academic Staff

Signature Supervisor

Signature 2nd Professor

