**Postdoctoral Research Fellow (Postdoc)**

**Annual Performance Evaluation**

**PART 1: POSTDOC SELF ASSESSMENT ANNUAL PERFORMANCE EVALUATION**

(To be completed by Postdoctoral Appointee and provided to the supervisor/advisor prior to meeting)

|  |  |
| --- | --- |
| Postdoc Name: |  |
| Department/Center: |  |
| Funding Source: |  |
| Postdoc Start Date: |  |
| Faculty Advisor/PI: |  |
| Date of Evaluation: |  |

|  |  |
| --- | --- |
| List an overview of major accomplishments and research projects. Include your level of satisfaction with the research progress to date so far. |  |

|  |  |
| --- | --- |
| List publications and presentations  |  |

|  |  |
| --- | --- |
| List technical meetings and conferences attended, e.g. American Physics Society, etc.  |  |

|  |  |
| --- | --- |
| List grants, fellowships, honors, or awards (applied for, received or pending for the past year)  |  |

|  |  |
| --- | --- |
| List teaching/mentoring activities (if applicable)  |  |

|  |  |
| --- | --- |
| List service activities (if applicable)  |  |

|  |  |
| --- | --- |
| Attach a copy of the Individual Development Plan (if applicable)\*  |  |

**\*Individual Development Plan (IDP):** Creating an IDP is a tool that assists postdocs and their faculty advisor in developing a plan to successfully complete the postdoctoral training period and create a plan for the next career stage. While not required, it is recommended that Postdocs and their faculty advisor discuss the IDP annually. The COS Office of Faculty Affairs recommends myIDP hosted by Science Careers at [myidp.sciencecareers.org](http://myidp.sciencecareers.org), which is a free, web-based career planning tool.

**Postdoctoral Research Fellow (Postdoc)**

**Annual Performance Evaluation**

**PART 2: POSTDOC ADVISOR ANNUAL ASSESSMENT**

(To be completed by the Faculty Advisor/Supervisor prior to meeting)

**Research Skills:** Please evaluate the following skills and use the comment section to provide details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Exceeds Expectations | Meets Expectations | Does Not Meet Expectations | N/A |
| Progress on current project(s) |  |  |  |  |
| Takes ownership of project/shows initiative |  |  |  |  |
| Familiarity with discipline  |  |  |  |  |
| Develops innovative ideas  |  |  |  |  |
| Logically designs & executes experiments |  |  |  |  |
| Interprets data accurately  |  |  |  |  |
| Generates alternative solutions to problems |  |  |  |  |
| Learns & applies new techniques  |  |  |  |  |

**Communication Skills:** Please evaluate the following skills and use the comment section to provide details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Exceeds Expectations | Meets Expectations | Does Not Meet Expectations | N/A |
| Written communication |  |  |  |  |
| Oral communication |  |  |  |  |
| Reads and evaluates literature effectively |  |  |  |  |
| Assists in or has written grants/proposals  |  |  |  |  |

**Interpersonal and Other Skills:** Please evaluate the following skills and use the comment section to provide details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Exceeds Expectations | Meets Expectations | Does Not Meet Expectations | N/A  |
| Cooperation/collegiality with others  |  |  |  |  |
| Responds positively to work demands  |  |  |  |  |
| Attendance/Punctuality  |  |  |  |  |
| Participates in departmental & national meetings  |  |  |  |  |
| Involved in teaching/mentoring  |  |  |  |  |

**Overall Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Exceeds Expectations | Meets Expectations | Does Not Meet Expectations |
| Overall Current Performance |  |  |  |

Comment on the overall assessment provided. Provide details including examples and recommendations for improvement.

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|  |

**Postdoctoral Research Fellow Annual Performance Evaluation**

**PART 3: ANNUAL EVALUATION DISCUSSION AND GOAL SETTING**

(To be completed by the Postdoctoral Appointee and the Faculty Advisor during the annual performance Evaluation meeting)

During the annual meeting, it is recommended that postdocs and advisors discuss the post-doctoral self-assessment (Part 1) and annual advisor/supervisor Evaluation (Part 2). Together, the postdoc and advisor should set goals for the upcoming year. The postdoc and advisor should review and update the IDP (if applicable). Other suggested topics of discussion are:

* Research Directions – future experiments & projects, publication timeline, authorship
* Funding Status – status of funding over the next 1-2 years, fellowship application(s)
* Professional & Career Development – what skills does the postdoc need to be successful, creation of a mentoring team
* Future Career Goals – strengths and weakness related to targeted future position(s)

|  |
| --- |
| **Include future plans and goals here:** |
|  |

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| --- | --- | --- | --- | --- |
| Postdoc Signature: |  |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faculty Advisor Signature: |  |  | Date: |  |