

ANNUAL EVALUATION & DEVELOPMENT PLAN FOR RPOSTDOCTORAL TRAINEES

Instructions: The Postdoctoral Trainee should fill out the self evaluation sections first. Then the mentor is to complete the mentor sections. Discuss marked sections and sign. The Postdoctoral Trainee should retain a copy of the evaluation.

For each section, use the Comments section to provide specific suggestions for any category marked less than “Meeting Expectations.”

<i>Last Name:</i>	<i>First Name:</i>	<i>Middle Initial:</i>	<i>Date of Review:</i>
<i>Department:</i>	<i>Position:</i>	<i>Principal Investigator:</i>	<i>Next Review Date:</i>

Research Skills:

	POSTDOC				MENTOR			
	<i>Exceeding Expectations</i>	<i>Meeting Expectations</i>	<i>Approaching Objectives</i>	<i>Not Meeting Expectations</i>	<i>Exceeding Expectations</i>	<i>Meeting Expectations</i>	<i>Approaching Objectives</i>	<i>Not Meeting Expectations</i>
Takes ownership of project								
Familiarity of discipline								
Develops innovative ideas								
Logically designs & executes experiment								
Interprets data accurately								
Applies new techniques								
Evaluates & improves current protocols								

Postdoc Comments:

Mentor Comments:

Professional Skills:

	POSTDOC				MENTOR			
	<i>Exceeding Expectations</i>	<i>Meeting Expectations</i>	<i>Approaching Objectives</i>	<i>Not Meeting Expectations</i>	<i>Exceeding Expectations</i>	<i>Meeting Expectations</i>	<i>Approaching Objectives</i>	<i>Not Meeting Expectations</i>
Reads and evaluates literature								
Generates alternative solutions to problems								
Assists in writing grants/proposals or has written own grants/proposals								
Participates in departmental/national meetings								
Involved in teaching/mentoring								
Leadership skills								

Postdoc Comments:

Mentor Comments:

Communication Skills:

	POSTDOC				MENTOR			
	<i>Exceeding Expectations</i>	<i>Meeting Expectations</i>	<i>Approaching Objectives</i>	<i>Not Meeting Expectations</i>	<i>Exceeding Expectations</i>	<i>Meeting Expectations</i>	<i>Approaching Objectives</i>	<i>Not Meeting Expectations</i>
Written communication skills								
Oral communication skills								
Clarity & style of data presentation								
Ability to publicly defend project								

Postdoc Comments:

Mentor Comments:

Interpersonal Skills:

POSTDOC

MENTOR

	<i>Exceeding Expectations</i>	<i>Meeting Expectations</i>	<i>Approaching Objectives</i>	<i>Not Meeting Expectations</i>	<i>Exceeding Expectations</i>	<i>Meeting Expectations</i>	<i>Approaching Objectives</i>	<i>Not Meeting Expectations</i>
Cooperation with others								
Fosters growth in lab								
Responds positively to work demands								
Reliability								

Postdoc Comments:

Mentor Comments:

ANNUAL EVALUATION & INDIVIDUAL DEVELOPMENT PLAN FOR POSTDOCTORAL TRAINEES

Individual Development Plan: To be filled out by the mentor and discussed with the postdoctoral trainee.

Review and discuss job expectations and develop a plan to successfully complete the postdoctoral appointment and to prepare him/her to meet personal career goals.

Targeted Development Areas	Development Plan	Attainment of Goals
<i>List interpersonal, communication and/or analytical skills to focus on</i>	<i>List specific means by which to remedy deficiencies</i>	<i>How will the achievement of goals be determined or benchmarked?</i>

Current Position	Duration of Current Position	Targeted Position	Probability of Readiness	Overall Current Performance

I have discussed the contents of this report with my mentor.

<i>Postdoctoral Trainee Signature:</i>	<i>Date:</i>
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<i>Principal Investigator Signature:</i>	<i>Date:</i>
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ANNUAL EVALUATION & DEVELOPMENT PLAN FOR POSTDOCTORAL TRAINEES

To be completed by POSTDOCTORAL TRAINEE:

LIST SCHOLARSHIPS, GRANTS OR AWARDS (applied for, received or pending: indicate start & end dates)

LIST ALL PUBLICATIONS INCLUDING JOURNAL ARTICLES, ABSTRACTS, CONFERENCE PRESENTATIONS
(include papers submitted and those in print)

LIST CURRENT FINANCIAL SUPPORT FOR THIS REPORTING PERIOD (provide information from all sources including amount and length of support)

LIST CAREER GOALS TO BE ACHIEVED OVER THE NEXT YEAR

ANNUAL EVALUATION & DEVELOPMENT PLAN FOR POSTDOCTORAL TRAINEES

To be completed by POSTDOCTORAL MENTOR:

EXPECTATIONS FOR SUBMISSION OF SCHOLARSHIPS, GRANTS OR AWARDS

EXPECTATIONS FOR PUBLICATIONS INCLUDING JOURNAL ARTICLES, ABSTRACTS, CONFERENCE PRESENTATIONS

OTHER EXPECTATIONS OF THE POSTDOC OVER THE NEXT YEAR