**University of Pittsburgh Schools of the Health Sciences**

**Postdoctoral Progress Assessment Form**

|  |  |
| --- | --- |
| NAME: | Last, First |
| SCHOOL:  | Choose School | DEPARTMENT: | Enter department name |
| DATE OF APPOINTMENT: | Click here to enter a date. | EMPLOYMENT CLASSIFICATION:  | Choose One. |
| YEAR: | Choose a year, or type here for other. | DATE OF PLAN: | Click here to enter a date. |

|  |
| --- |
| 1. **CORE CRITERIA**

***Faculty Review Postdoc Career*** ***Development Plan and Self Assessment*** |
|  | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| 1) Research Accomplishments | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 2) Publication Record | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 3) Presentation Experience | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 4) Professional Development | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |
| **II. CUSTOMIZED CAREER CRITERIA** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| 5) See Postdoctoral Career Development Plan | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |

 *\* Attach Improvement Plan*

|  |
| --- |
| **III. PERFORMANCE FACTORS** |
| **1) Execution of Research** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| Efficiency (sufficiently plans experimental design and controls to answer questions) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Independent scientific judgment (ability to use scientific judgment to advance projects) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Productivity (work routine ensures timely completion of experiments and other tasks) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Priorities (establishes appropriate priorities to bench work, writing, literature, reviews, etc.) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Quality of work reflects accuracy and thoroughness | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Technical knowledge appropriate to project(s) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |
| **2) Knowledge of Literature** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| Depth | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Range | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |
| **3) Professional Communication** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| Written | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Oral | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Presentation skills | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| English language skills | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Efficiently summarizes data during meetings | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |

© 2011 University of Pittsburgh

|  |  |
| --- | --- |
| **4) Interpersonal Skills** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| Collaborative manner contributing to laboratory success | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Positive influence to laboratory morale and productivity | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Encourages others to improve scientific and professional skills | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Is sensitive to diversity issues and works well in multicultural environment | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Provides leadership and mentoring to graduate students and/or technicians | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Handles sensitive situations appropriately | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |
| **5) Self Improvement** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| Solicits resources to improve job performance | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Identifies skills to be improved | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Participates in training/development activities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Displays clear career goals | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |
| **OVERALL RATING** | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |

*\* Attach Improvement Plan*

**Postdoctoral Career Development Plan** was reviewed or updated: Click here to enter a date.

**Research Independence Plan** was reviewed or updated: Click here to enter a date. *[ ]*  Not applicable to career path

Does progress need to be reviewed more frequently than annually?

**IV. OUTCOME** *[ ]* Reappointed *[ ]*  Nonrenewal of Contract\*

 Outcome Effective Date: Click here to enter a date. *\* Complete Outcome Summary*

**V. ACKNOWLEDGEMENTS** *[ ]* I discussed my assessment with my mentor/supervisor and I agree with it.

*[ ]* I discussed my assessment with my mentor/supervisor and I do not agree with it.

*If you do not agree, see Grievance Procedures in Postdoctoral Guidelines or contact*

*the Center for Postdoctoral Affairs at* ***postdoc@hs.pitt.edu*** *to request a confidential*

*progress assessment consultation.*

**VI. SIGNATURES** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Postdoctoral Associate or Postdoctoral Scholar*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Faculty Mentor/Supervisor*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Department Chair or Designee*