**University of Pittsburgh**

**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 an item. |
| YEAR: | Choose a year, or type here for other. | DATE OF REVIEW: | Click here to enter a date. |

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| 1. **CORE CRITERIA**

***Faculty Review Postdoc Career*** ***Development Plan and Self Assessment*** |
|  | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| 1) Scholarly Activities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 2) Publication Plans and Activities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 3) Presentation Opportunities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 4) General Transferrable Professional Development | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 5) Career Specific Professional Development | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |  |  |  |  |
| **II. OPTIONAL CRITERIA** | ***Exceeded Goals* -----------------*Met Goals* ---------------*Needs Improvement\**** |
| Drop down | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| COMMENTS | Click to enter text. |

 *\* Attach Improvement Plan*

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| **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. |

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| **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.

**Scholarly 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\* *[ ]* Subject to Improvement Plan

 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**

Enter Typed Name

*Postdoctoral Associate or Postdoctoral Scholar*

Enter Typed Name

*Faculty Mentor/Supervisor*

Enter Typed Name

*Department Chair or Designee*

**PLEASE ENTER**

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*Postdoctoral Associate or Postdoctoral Scholar*

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*Faculty Mentor/Supervisor*

**PLEASE SIGN**