



**UNIVERSITY OF WASHINGTON
OFFICE OF POSTDOCTORAL AFFAIRS**

Evaluation of Postdoc Scholars

Periodic evaluation is a valuable means to communicate assessment of the work of the individual postdoctoral scholar. It has been found helpful to conduct an annual evaluation conversation and to document the main points of that conversation in writing. Moreover, during the initial year of appointment it is appropriate to conduct an evaluation at the six month mark to assure that appropriate progress is being made. This mid-year evaluation is particularly important if there are areas of performance that are substandard, in order to provide time for remediation of deficiencies.

Below are sample templates for the sixth month and the end-of-year evaluations along with a performance feedback checklist and form. These are meant to be suggestive of a format and may be used in their current form or may be modified to fit local conditions.

The Office of Postdoctoral Affairs is available for consultation on the evaluation process (at pdaf@u.washington.edu or 206.543.4836).

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The University of Washington
Seattle/Bothell/Tacoma

Six Month Interim Performance Evaluation

Name and Title of Postdoctoral Scholar:

Name and Title of Principal Investigator/Faculty Supervisor:

Discussion date:

1. List goals/objectives as initially determined.
2. Progress toward achieving goals/objectives.
3. Team participation.
4. Goals/objectives for remainder of the year.
5. Long-term goals.
6. Remediation strategies (if any).
7. Other comments by PI.
8. Comments by Postdoc.
9. Plans/actions.

Signed and dated:

Principal Investigator

Date

Postdoc

Date

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Annual Performance Evaluation

Name and Title of Postdoctoral Scholar:

Name and Title of Principal Investigator/Faculty Supervisor:

Performance period:

Discussion date:

-
1. Noteworthy achievements [Include publications, conferences, presentations, grant applications, patents].
 2. Acquisition of new skills/techniques/knowledge.
 3. Problem solving/decision making.
 4. Leadership.
 5. Collegiality.
 6. Long-term goals.
 7. Performance to date in relation to overall career goals.
 8. Plans for following year.
 9. Other.

Signed and dated:

Principal Investigator

Date

Postdoc

Date

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This checklist was developed by the Howard Hughes Medical Institute (HHMI) Human Resources Department.

PERFORMANCE FEEDBACK CHECKLIST FOR MANAGERS

Opening the performance review discussion

Create a sincere, open and friendly atmosphere. This includes

- Reviewing the purpose of the discussion.

- Emphasizing that it is a joint discussion for the purpose of problem solving and goal setting.

- Striving to put the employee at ease.

Conducting the performance review discussion

Keep the focus on job performance and related factors. This includes

- Discussing job elements—employee strengths, accomplishments, and improvement needs—and evaluating results of performance against objectives set during previous reviews and discussions.

- Being prepared to cite observations for each point you want to discuss.

- Encouraging the employee to review his or her own performance.

- Using open-ended, reflective, and directive questions to promote thought, understanding, and problem solving.

Encourage the employee to outline his or her personal plans for self-development before suggesting ideas of your own. In the process, you should

- Try to get the employee to set development and improvement targets.

- Strive to reach agreement on appropriate development plans that detail what the employee intends to do a timetable, and the support you are prepared to give.

Discuss work assignments, projects, and goals for the next performance review period and ask the employee to come prepared with suggestions.

Closing the performance review discussion

In closing, you should

- Summarize what has been discussed. Pay particular attention to agreed-upon next steps.

- Show enthusiasm for plans that have been made.

- Give the employee an opportunity to make additional suggestions.

- End on a positive, friendly, harmonious note.

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PERFORMANCE REVIEW FORM

Please complete part A in advance and bring it to our meeting or e-mail it to me. We will discuss part B together at our meeting, but you might want to look over the topics.

Name: _____

Job: _____

Part A. Six-Month Review of Goals

- I. Accomplishments**
- II. Goals for the next six months**
- III. Long-term goals**

Part B. Joint-Feedback Meeting

- I. Feedback on mentoring**
 - a. Frequency of interactions
 - b. Quality of interactions
 - c. Level of involvement
 - d. Positive aspects of interactions
 - e. Areas for effort/improvement
- II. Comments from mentor**
 - a. Quality of work
 - b. Organization and efficiency
 - c. Knowledge base
 - d. Communication skills
 - e. Working relationships
 - f. Leadership/supervisory skills
 - g. Areas for effort/improvement
- III. Summary of discussion**
 - a. Strengths/achievements
 - b. Areas for effort/improvement
 - c. Scientific goals
 - d. Long-term plans

Lab Director: _____

Lab Member: _____

Date: _____