



Postdoctoral Performance Evaluation

Form: ANL-699
Version: 2
Your Form ID: ANL-699-256
Form Status: Pending Approval
Date: 11/9/2015 1:38:29 PM
Created By: Henne, Kristene L.

Postdoctoral Appointee Information

Badge:
Cost Center:
Job Title:
Building:

This should be a reflection of an annual discussion with the postdoc and supervisor, with feedback from the mentor on the postdoc's progress towards developing professionally.
If the postdoc submitted the ANL-698 Initial Discussion Form in Xink, it will automatically be available for review once the ANL-699 is initiated.
This form can be initiated by the postdoc, the supervisor or the Divisional HR Analyst. The important point is that the form should be initiated in a timely manner—at least 60 days prior to the appointment end date.
Once the badge number is entered, the other information will autofill.

Performance Period

Performance Evaluation
Period Start: End:

Postdoctoral Appointments

Supervisor - Your direct research supervisor

Badge: Name: Email:
Building: Room: Extension:

Mentor - Staff member selected through the Postdoctoral Mentoring Program. This can not be your direct supervisor.

Badge: Name: Email:
Building: Room: Extension:

This section is intended for the postdoc and mentor to reflect on the mentoring efforts and identify goals to work towards. It is not an evaluation of the supervisor. Mentoring discussions should be confidential. Information provided here should be a high level summary.

Mentoring Program Effectiveness

1. Did the meetings between the postdoc and the mentor take place at least quarterly? If not, give an explanation.

Possible scenarios: 1. We met quarterly as recommended. 2. We met monthly/weekly/more frequently. 3. We see each other on a regular basis at division events. 4. We did not meet quarterly because: we determined 2-3 times a year was sufficient to meet the postdoc's mentoring goals; we just established the mentoring agreement and plan to meet more often next year; our schedules were not always compatible, but we are working on this for next year.

2. Briefly discuss the productivity of the meetings

Discuss in general terms if the meetings are useful and if so, how so? Most often, the postdoc and mentor will comment on what general topics were discussed. These have ranged from new research topics, new developments in the field, acclimating to the lab, work/life balance, job search preparations, career planning or networking.

3. Briefly discuss the effect of the meetins on the professional development of the postdoc

What benefit did the postdoc gain from the experience? Is there a clearer picture on career goals? Did he/she gain advice on career paths? Learn new opportunities for development?

Mentoring resources: http://www.anl.gov/postdocs/mentoring
Also see: www.nationalpostdoc.org for Postdoc mentoring toolkits and core competencies.

## Scientific or Technological Achievements

The postdoc should take into account her/his accomplishments over the past year. He/she should recall the ANL-698 Initial Discussion Form to review initial goals.

**The supervisor and postdoc should have an annual discussion to reflect on progress, growth and plans for the next period.**

### 1. Accomplishments

Narrative or bullet format on the progress towards meeting research objectives, awards and recognition.

This section should be a joint effort between the postdoc and supervisor, with the postdoc summarizing what he/she thinks were the main accomplishments of the past year.

The supervisor should provide feedback and fill in gaps on items that the postdoc might not have mentioned. The answer here should be the outcome of that discussion.

### 2. Publications

Note publications in print, preparation or submission.

Also include other means of communicating--blog posts, general public/press articles, media mentions, etc.

### 3. Contributed and Invited Talks

Note both posters and oral presentations, including those given for outreach efforts.

### 4. Collaborations

Collaborating is important for early career researchers. Collaboration can help them build networks for future research proposals and funding opportunities. It also demonstrates the ability to work on a team, which is a core skill that future employers desire.

Has the postdoc established research collaborations or is working towards establishing collaborations?

Has the postdoc mentored students or postdocs from other groups or has he/she worked with other postdocs/students within the same group to help achieve research objectives?

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## Performance Focus: Areas of relative strength as an early career researcher.

In completing this section, think about:

- research/technical skills
- adherence to safety
- leadership skills
- mentoring
- managing projects
- communication
- lab citizenship and creating an inclusive workplace

What is the supervisor's overall assessment of the postdoc's performance as both a researcher and a professional? What does he/she do particularly well? What value does he/she bring to the research group and collaborating groups?

For more information on postdoctoral development, see the Postdoctoral Program Website:

<http://www.anl.gov/postdocs/key-steps/initial-steps>

Also, visit the National Postdoctoral Association for recommended core competency development for postdocs:

<http://www.nationalpostdoc.org/CoreCompetencies>

**Development Focus: Areas of potential growth which might lead to increased effectiveness and a plan to address them.**

This section does not imply deficiencies as an individual. This section should be used to identify goals for professional growth and can include building new or strengthening existing technical skills.

This section can reflect both technical skills that would benefit the postdoc AND it should address the professional development needs for the postdoc. This section should include a plan to address areas of growth. It can also be used by the postdoc to help guide mentoring discussions.

For instance, should he/she work on communication skills? Should he/she focus on seeing manuscripts through to publication? Is this the third year of the appointment? If so, is there a plan to execute the job search?

Career Transition Checklist: <http://blogs.anl.gov/postdoc/wp-content/uploads/sites/8/2013/04/Career-Planning-checklist.pdf>

Mentoring resources: <http://www.anl.gov/postdocs/mentoring>

Also see: [www.nationalpostdoc.org](http://www.nationalpostdoc.org) for Postdoc mentoring toolkits and core competencies.

**Approver Comments**

**Approvers may enter any relevant comments here:**

Anyone on the approval chain can add comments in the Approver Comments section.

The postdoc should review the comments provided and ask for clarifications if needed.

Attachments might include the postdoc's CV, Statement of accomplishments, a memo from the supervisor, or other documentation required by the division.

**Attachments**

**File Description:** Career Planning Checklist [View Attachment](#)

**Approvals**

<u>Approver</u>	<u>Action</u>	<u>Date Routed</u>	<u>Action Date</u>	<u>Approval Reason / Comments</u>	<u>Approval Type</u>
Henne, Kristene L.	APPROVED	2015-11-09	2015-11-09 13:46:28.0	Creator :	PRIMARY
Henne, Kristene L.	APPROVED	2015-11-09	2015-11-09 13:46:28.0	Mentor Approval :	PRIMARY
Henne, Kristene L.	APPROVED	2015-11-09	2015-11-09 13:46:28.0	Supervisor Approval :	PRIMARY
Durham, Lisa A.	PENDING	2015-11-09		Division Director Level Approval :	PRIMARY
Henne, Kristene L.	APPROVED	2015-11-09	2015-11-09 13:46:28.0	Postdoc Program Coordinator Approval :	PRIMARY

The Approval Chain also includes the Division HR Analyst. The postdoc and approvers will be able to view and download the completed form.

Note that the actual appointment extension is initiated through a Job Change request in Workday. This form may be attached to the Job Change request in Workday.