**Postdoc Annual Review**

**PART 1: POSTDOC ANNUAL ASSESSMENT**

(To be completed by the Faculty Advisor)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Postdoc Name: |  | | | | |
| Department: |  | | | | |
| Position (select one): |  | Postdoc Research Scholar |  |  | Postdoc Research Associate |
| Funding Source: |  | | | | |
| Postdoc Start Date in lab: |  | | | | |
| WU Postdoctoral Training Term Limit Date: |  | | | | |

|  |  |
| --- | --- |
| Faculty Advisor/PI: |  |
| Date of evaluation: |  |
| Next evaluation date: |  |

**Research Skills:** Please evaluate the following skills and use the comment section to provide details.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Fair | Poor | N/A or Unable to assess |
| Progress on current project(s) |  |  |  |  |  |  |
| Takes ownership of project/shows initiative |  |  |  |  |  |  |
| Familiarity with discipline |  |  |  |  |  |  |
| Develops innovative ideas |  |  |  |  |  |  |
| Logically designs & executes experiments |  |  |  |  |  |  |
| Interprets data accurately |  |  |  |  |  |  |
| Learns & applies new techniques |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Examples or Comments: |  |

**Communication Skills:** Please evaluate the following skills and use the comment section to provide details.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Fair | Poor | N/A or Unable to assess |
| Written communication skills |  |  |  |  |  |  |
| Oral communication skills |  |  |  |  |  |  |
| Effectively presents work and responds to questions appropriately |  |  |  |  |  |  |

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| --- | --- |
| Examples or Comments: |  |

**Interpersonal Skills:** Please evaluate the following skills and use the comment section to provide details.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Fair | Poor | N/A or Unable to assess |
| Cooperation with others |  |  |  |  |  |  |
| Responds positively to work demands |  |  |  |  |  |  |
| Reliability/Attendance/Punctuality |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Examples or Comments: |  |

**Other skills:** Please evaluate the following skills and use the comment section to provide details.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Fair | Poor | N/A or Unable to assess |
| 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 |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Examples or Comments: |  |

**Overall Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Fair | Poor |
| Overall Current Performance |  |  |  |  |  |

|  |  |
| --- | --- |
| Examples or Comments: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Postdoc Signature: |  |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faculty Advisor Signature: |  |  | Date: |  |

**Postdoc Annual Review**

**PART 2: POSTDOC SUMMARY OF ACTIVITIES, SELF ASSESSMENT & IDP**

(To be completed by Postdoctoral Appointee and turned in to advisor prior to meeting)

[Complete the tasks in a different document and add a check once the task is completed and attached to this form]

|  |  |
| --- | --- |
| **Since the last meeting/review/evaluation:** | **Check here:** |
| Write an overview of your research project and major accomplishments (1/2-page max) |  |
| List scholarships, grants, honors or awards (applied for, received or pending; indicate start & end dates) |  |
| List all publications (including journal articles & abstracts), presentations, collaborations, grant writing and teaching exercises (include submitted and those in print) |  |
| List national or other professional meetings attended |  |
| List teaching activities (if applicable) |  |
| List research goals for the next year |  |
| Describe your level of satisfaction with your research progress |  |
| Assess your strengths and weaknesses |  |
| List career development goals for the next year |  |
| Anticipated career choice(s) |  |
| When do you anticipate beginning a job search? |  |
| Are there any issues that affect your job search? (i.e., visa, family obligations, disability, etc.) |  |

**Individual Development Plan (IDP)**

Creating an IDP is a tool that assists postdocs and their faculty advisor in developing a plan to successfully complete the postdoctoral training period and create a plan for the next career stage. The Office of Postdoctoral Affairs recommends myIDP hosted by Science Careers at [myidp.sciencecareers.org](http://myidp.sciencecareers.org). Postdocs should create an IDP to review and discuss with your advisor at the annual meeting. MyIDP allows postdocs to print appropriate pages (***under myIDP Summary***) to facilitate discussion at this meeting.

Postdocs and faculty advisors are also encouraged to review the AAMC Compact between Postdoctoral Appointees and Their Mentors on <https://postdoc.wustl.edu/items/mentorship/>.

|  |  |
| --- | --- |
| **IDP** | **Check here:** |
| Complete and print IDP |  |
| Update CV and attach |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Postdoc Signature: |  |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faculty Advisor Signature: |  |  | Date: |  |

**Postdoc Annual Review**

**PART 3: ANNUAL EVALUATION DISCUSSION AND GOAL SETTING**

(To be completed by the Postdoctoral Appointee and the Faculty Advisor during the annual review meeting)

During the annual meeting, it is recommended that postdocs and advisors discuss the annual review (Part 1) and postdoc self-assessment & IDP (Part 2). Together, the postdoc and advisor should set goals for the upcoming year and review and update the IDP. Other suggested topics of discussion are:

* Research Directions – future experiments & projects, publication timeline, authorship
* Funding Status – status of funding over the next 1-2 years, fellowship application(s)
* Professional & Career Development – what skills does the postdoc need to be successful, creation of a mentoring team
* Future Career Goals – strengths and weakness related to targeted future position(s)

|  |
| --- |
| **Include goals here:** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Postdoc Signature: |  |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faculty Advisor Signature: |  |  | Date: |  |