**Georgia Institute of Technology**

**Progress Assessment Tool for Postdoctoral Scholars[[1]](#footnote-1)**

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| **Name:** | Last, First | **Employee ID:** | Six-digit employee number |
| **Job Title:**  | Enter | **Unit:** | Enter |
| **Reviewed By:** | Last, First | **Date Of Review**: | Click here to enter a date. |

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|  **Review Period:**  | From: Click here to enter a date. | To: Click here to enter a date. |

**I. Core Criteria**

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| **Topic** | **Exceptional** | **Strong** | **Satisfactory** | **Needs to Improve** | **Unsatisfactory** |
| 1) Research Activities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 2) Publication Activities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 3) Presentation Opportunities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 4) General Transferrable Professional Development | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |

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| **Comments** | Click to enter text. |

**II. Performance Factors**

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|  **1) Execution of Research** | **Exceptional** | **Strong** | **Satisfactory** | **Needs to Improve** | **Unsatisfactory** |
| Efficiency (sufficiently plans experimental design and controls to answer questions) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Independent judgment  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 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) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |

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|  **2) Knowledge of Literature** | **Exceptional** | **Strong** | **Satisfactory** | **Needs to Improve** | **Unsatisfactory** |
| Depth  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Range | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |

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|  **3) Professional Communication** | **Exceptional** | **Strong** | **Satisfactory** | **Needs to Improve** | **Unsatisfactory** |
| Written | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Oral | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Presentation skills | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Efficiently summarizes research during meetings | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |

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|  **4) Interpersonal Skills** | **Exceptional** | **Strong** | **Satisfactory** | **Needs to Improve** | **Unsatisfactory** |
| Collaborative manner contributing to group success | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Positive influence to group morale and productivity | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Encourages others to improve skills | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Works well in multicultural & diverse environment | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Provides leadership/mentoring to junior researchers  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Handles sensitive situations appropriately | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |

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|  **5) Self Improvement** | **Exceptional** | **Strong** | **Satisfactory** | **Needs to Improve** | **Unsatisfactory** |
| Solicits resources to improve job performance | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Identifies skills to be improved | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Participates in training/development activities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| Displays clear career goals | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |

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| **Comments** | Click to enter text. |

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| **Overall Rating** | **Exceptional** | **Strong** | **Satisfactory** | **Needs to Improve** | **Unsatisfactory** |
|  | *[ ]*  | *[ ]*  | *[ ]*  |  *[ ] \** |  *[ ] \** |

*\* The supervisor needs to contact the HR Rep or the Office of Human Resources prior to assigning an employee this rating. Immediate improvement is essential, and the employee may be on a documented performance improvement plan.*

**III. Teaching (if applicable)**. See the Georgia Tech Teaching Handbook Checklist for more details on each category.

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| **Topic** | **Exceptional** | **Strong** | **Satisfactory** | **Needs to Improve** | **Unsatisfactory** |
| 1) Class management (communications, website, record keeping, clerical duties, etc.) | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 2) Teaching and Instructional Responsibilities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 3) Grading and Providing Feedback | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 4) Course Policies for which Instructor/TA has authority to make decisions | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 5) Lab or Recitation Responsibilities | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| 6) Student Evaluations | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |

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| **Comments** | Click to enter text. |

**VI. Goal Setting Form and/or Individual Development Plan was reviewed with postdoctoral scholar:**

 **YES:** Click here to enter a date. NO: *[ ]*

**V. Outcome** *[ ]* Reappointed *[ ]*  Nonrenewal of Contract\* *[ ]* Subject to Improvement Plan

 Outcome Effective Date: Click here to enter a date.

**Does progress need to be reviewed more frequently than annually?**

**VI. 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.

**VII. Signatures**

Enter Typed Name

*Researcher*

Enter Typed Name

*Faculty Mentor/Supervisor*

Enter Typed Name

*Department Chair or Designee*

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*Employee*

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*Faculty Mentor/Supervisor*

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*Department Chair or Designee*

1. This tool is based on the University of Pittsburgh Schools of the Health Sciences Postdoctoral Progress Assessment Form [↑](#footnote-ref-1)