POSTDOC ANNUAL EVALUATION & ASSESSMENT
(To be completed by the PI)

Postdoc Name:

Date of Evaluation:

Funding Source:

Postdoc Start Date in lab:

Faculty Advisory/PI:

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						
Familiar with discipline						
Develops innovative ideas						
Logically designs & executes experiments						
Interprets data accurately						
Learns & applies new techniques						

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						

Examples of experiences this past year:

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						

Comments:

Adapted from the University of Chicago

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						
Demonstrates Leadership skills						

Examples or Comments:

Overall Assessment

	Excellent	Good	Satisfactory	Fair	Poor
Overall Current Performance					

Please expand on any of the above areas and discuss goals and development plan for the next appointment period:

Postdoc Signature: Date:

Principal Investigator Signature: Date:

Adapted from the University of Chicago