



# Postdoctoral Associate Annual Evaluation & Assessment

*Adapted from the University of Chicago and the Washington University, St. Louis*

To be completed by the Sponsor/Mentor

Postdoctoral Associate Name: \_\_\_\_\_

Academic Unit: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Expiration Date of Funding: \_\_\_\_\_

Postdoc Start Date: \_\_\_\_\_

Anticipated date when the Postdoc Fellowship will be completed: \_\_\_\_\_

Faculty Sponsor/PI: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

**Research:** Please use the following rubric to evaluate research progress and skill. Provide specific and candid reasons for the evaluation in the Comments section below the rubric.



	Excellent	Good	Satisfactory	Fair	Poor	N/A or Unable to assess
Progress on current project(s)						
Quantity and quality of expected outcomes and deliverables (e.g., reports, papers, publications)						
Initiative/taking ownership of projects						
Disciplinary expertise						
Development of innovative ideas						
Ability to design & execute research						
Interpretation of data						
Willingness to learn and apply new techniques						
Collaboration						
Participation on and contributions to teams; is generous in sharing expertise						

Comments, be specific and candid:

**Communication:** Please use the following rubric to evaluate communication skills. Provide specific and candid reasons for the evaluation in the Comments section below the rubric.

---

	Excellent	Good	Satisfactory	Fair	Poor	N/A or Unable to assess
Written communication skills						
Oral communication skills						
Responsiveness to feedback and questions						

Comments, be specific and candid:

**Interpersonal:** Please use the following rubric to evaluate interpersonal skills. Provide specific and candid reasons for the evaluation in the Comments section below the rubric.

---

	Excellent	Good	Satisfactory	Fair	Poor	N/A or Unable to assess
Cooperation with others						
Responsiveness to work demands						
Contributions to environments where every person and every interaction matters						
Reliability, attendance and punctuality						
General interactions with others						

Comments, be specific and candid:

**Other skills:** Please use the following rubric to evaluate other skills important to professional development. Provide reasons for the evaluation in the Comments section below the rubric.

	Excellent	Good	Satisfactory	Fair	Poor	N/A or Unable to assess
Staying current with relevant literature						
Engagement with alternative solutions to problems						
Grant proposal development/submissions						
Participation in professional meetings at local, regional and national levels						
Involvement in teaching/mentoring						
Leadership skills						

Comments, be specific and candid:

**Overall Assessment**

	Extraordinary Year	Outstanding Work	Good Work	Needs Improvement	Unsatisfactory
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:* \_\_\_\_\_

*Academic Unit Leader Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_