

**Appointee Name:**

**Faculty Mentor Name:**

**Part 1: Research Progress**

**A. To be completed by the postdoctoral appointee**

1. Describe your research progress during the past year. Note any accomplishments such as publications, fellowships, teaching, mentoring, patents, and clinical activities.

2. Describe your research goals for the upcoming year.

**B. To be completed by the faculty mentor**

1. Please rate your postdoc's performance over the past year.

<b>Research Measures</b>	Not applicable	Requires further development	Meets Expectations	Exceeds Expectations
Technical expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of the literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree of research independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Please comment on any notable achievements over the past year and/or areas of concern that the appointee should address in the coming year.

## Part 2: Career and Professional Development

### A. To be completed by the postdoctoral appointee

1. Have you completed a self-assessment of your professional skills and interests?  
 Already completed                       in progress                       none
2. Do you know your anticipated career path?  
 Yes                                               No                                               I will decide this year
3. When do you think you will be ready to go on the job market?  
 Now                                               Within 1-2 years  
 Within 6-12 months                       2+ years
4. List any career and professional development activities completed in the past year, including workshops, informational interviews, networking, job interviews, etc.

5. State any career and professional development activities planned for the upcoming year.

**B. To be completed by the faculty mentor**

1. Please rate your postdoc's current skills.

<b>Professional Skills</b>	Not applicable	Requires further development	Meets Expectations	Exceeds Expectations
Writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mentoring in the lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Has your postdoc discussed his/her career plans with you?

Yes                       No

3. When do you think your postdoc will be ready to be on the job market?

Now                                               Within 1-2 years  
 Within 6-12 months                       2+ years

3. Add any comments on your appointee's career plans or career and professional development activities:

Signature of Appointee: \_\_\_\_\_

Date:

Signature of Faculty Mentor: \_\_\_\_\_

Date:

**Please make sure to sign this document only after discussing the contents together.**