**POSTDOC ANNUAL PROGRESS REVIEW FORM**

**Part A: Career Development Plan**

Date completed: Click here to enter a date.

Postdoc: Click here to enter text. Mentor/Supervisor: Click here to enter text.

|  |  |
| --- | --- |
| **SELF-EVALUATION for year recently completed** | **PLANS for upcoming year** |
| Progress on research project goals:  Click here to enter text. | Research project goals:  Click here to enter text. |
| Grant(s) submitted/funded or contributions to grant(s):  Click here to enter text. | Grant(s) to be submitted or contributions to grant(s):  Click here to enter text. |
| Publication(s) submitted/accepted:  Click here to enter text. | Publication(s) to be submitted:  Click here to enter text. |
| Teaching and/or lecturing activities during the past year:  Click here to enter text. | Teaching and/or lecturing activities planned:  Click here to enter text. |
| Other scholarly or professional activities during the past year (e.g., presentations, supervisory/mentoring responsibilities, attendance at conferences):  Click here to enter text. | Other scholarly or professional activities planned (e.g., presentations, supervisory/mentoring responsibilities, attendance at conferences):  Click here to enter text. |
| Skills learned or training completed (e.g., ethics/human subjects training, course work, lab technique):  Click here to enter text. | Skills to be learned or training to be underken (e.g., ethics/human subjects training, course work, lab technique):  Click here to enter text. |
| Other professional skills (leadership/management skills, communication skills, collaborative skills, progress towards independence):  Click here to enter text. | Other professional skills (leadership/management skills, communication skills, collaborative skills, progress towards independence):  Click here to enter text. |
| Comments:  Click here to enter text. | Comments:  Click here to enter text. |

**Part B: Annual Progress Review and Mentor Feedback**

With your postdoc mentor, discuss whether you fully or partially met expectations in each of these areas and whether s/he has suggestion for improvement and growth:

|  |  |  |
| --- | --- | --- |
| **Category** | **Meets expectations (yes, no, partially)** | **Suggestions** |
| Overall performance of research responsibilities |  |  |
| Progress towards scholarly goals |  |  |
| Progress toward becoming an independent researcher |  |  |
| Leadership/management skills |  |  |
| Technical skills |  |  |
| Collegiality/collaborative skills |  |  |
| Communication skills |  |  |
| Knowledge of/adherence to ethical standards and prescribed policies and procedures (e.g., human subjects guidelines, records management, use of infectious agents) |  |  |

In addition, what does your mentor recommend that you do in the next year to further your career goals?

Comments:

Mentor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postdoctoral fellow signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_