

 Office of Postdoctoral Education

**Instructions for the Postdoctoral Scholar Annual Review**

1. The annual review is to facilitate a dialogue between a scholar and mentor regarding research objectives and progress that will eventually lead to an independent career in a timely fashion.

2. The review form is divided into two sections: scholar’s section and mentor’s section. We believe that it will be beneficial if the review process is initiated by the scholar and to provide as much information about their goals, objectives and progress before meeting with their mentor. Therefore, the scholar’s section is comprehensive and will require some thought and planning to complete the form. Following that it should not take more than 30 minutes. The scholar should give the completed form to the mentor before their meeting.

3. The mentor completes their section before the meeting.

4. Following discussion, the information given on the forms is revised (if needed), stapled together and signed. A copy is given to the scholar and another sent to the office of postdoctoral education.

5. Scholars should be succinct in providing information to maximize the utilization of mentors’ time.

6. Honors/Awards include travel fellowships, small grants etc.

**POSTDOCTORAL RESEARCH CAREER PROGRESS: ANNUAL REVIEW**

|  |  |
| --- | --- |
| Date |       |
| Scholar’s Name |       |
| Mentor’s Name |       |
| Department |       |
| **SCHOLAR’S SECTION** |
| **CAREER OBJECTIVES** |
| [ ]  Academia[ ]  Pharmaceutical and biotech industry[ ]  US government agency, e.g. NIH[ ]  Other government[ ]  Non-profit organization[ ]  Other |
| Research activities and training needed |  |
| Anticipated date for a job search |  |
| **PREVIOUS YEAR’S OBJECTIVE AND ACCOMPLISHMENTS** |
| Research Project/Objectives |  |
| Progress |  |
| Publication(s) |  |
| Professional Meeting(s) |  |
| Honor/Award(s) |  |
| Seminar Presentation(s) |  |
| Teaching Activity(ies) |  |
| Clinical Activity(ies) |  |
| Others |  |
| **CURRENT YEAR’S OBJECTIVES** |
| Research Project/Objectives |  |
| Goals |  |
| Techniques and skill sets needed |  |
| Anticipated publication(s) |  |
| Anticipated meeting(s) |  |
| Anticipated honor/award(s) |  |
| Teaching Activity(ies) |  |
| Clinical Activity(ies) |  |
| **STRUCTURED TRAINING** |
| Did you attend the following workshops/seminars and when |
| Workshop/Seminar | Date |
| [ ]  Ethics and Scientific Conduct |       |
| [ ]  Postdoctoral Scholar Orientation |  |
| [ ]  Grant Writing |  |
| [ ]  Annual Postdoctoral Seminar |  |
| [ ]  Other |  |
| **SELF-EVALUATION OF PERFORMANCE AND EXPERIENCE** |
| [ ]  Excellent |
| [ ]  Satisfactory |
| [ ]  Unsatisfactory |

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| **MENTOR’S SECTION** |
| Scholar’s Name |  |
| **EVALUATION** |
| Have you reviewed your scholar’s section?  |
|  | Not Applicable | Needs Improvement | Meets Expectations | Exceeds Expectations |
| Lab Skills |  |  |  |  |
| Writing Skills |  |  |  |  |
| Oral Presentation/Communication Skills |  |  |  |  |
| Creativity & Innovation |  |  |  |  |
| Independence |  |  |  |  |
| Clinical Service |  |  |  |  |
| **COMMENTS** |
| Strengths |  |
| Areas of improvement |  |
| Skill sets needed |  |
| Unsatisfactory performance |  |

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Advisor’s Signature Date

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Scholar’s Signature Date

Copies to: Scholar, Mentor, Office of Postdoctoral Education