

Research/Career Development Plan & Periodic Evaluation

The purpose of this form is to help guide the Postdoctoral Scholar and Faculty Mentor through the development plan and the evaluation process and to document final performance results. Postdoctoral Scholar to fill out white portions of form; Faculty Mentor will comment in grey sections.

Postdoctoral Scholar Name:	Faculty Mentor Name:
Department:	Appointment Period:

1. Establish Development Plan →

1. At beginning of appointment, Postdoctoral Scholar and Faculty Mentor discuss key duties, responsibilities, and career goals.
2. Measurable performance goals and objectives are documented in a jointly prepared Development Plan.
3. Development Plan is submitted to department or program for record-keeping purposes.

2. Facilitate On-Going Performance →

1. Postdoctoral Scholar and mentor should meet at least monthly to discuss Development Plan and performance goals.
2. Goals/objectives may be revised based on changing project demands and scholar needs.
3. Mentor to provide feedback, coaching and guidance throughout academic year
4. Mentor initiates corrective actions, if needed.

3. Periodic Evaluation

1. Postdoctoral Scholar evaluates own performance.
2. Mentor comments on performance.
3. Performance discussions are conducted.
4. Evaluation may be forwarded to department or program chair or UCLA Graduate Division for review.
5. Original document is submitted to department administrator for the record.

<p>Development Plan: Goals and Objectives</p> <p>(List the quantitative and/or qualitative measures to evaluate the results)</p>	<p>Periodic Evaluation: Review and Comments</p> <p>Postdoctoral Scholar Comments Mentor Comments</p>	
<p>Research Project Goals</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement 	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement
<p>Anticipated Products</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement 	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement

<p>Other Professional Training (e.g., teaching, meeting or workshop attendance, etc.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement 	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement
<p>Career Goals</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement 	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement
	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement 	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement
	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement 	<ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement

Additional Postdoctoral Scholar Comments on Performance

Comment on quality of work, productivity and publications, communications skills, cooperation with others, and independent management of research project

Additional Faculty Mentor's Comments on Performance

Comment on quality of work, productivity and publications, communications skills, cooperation with others, independent management of research project, and areas of improvement

Postdoctoral Scholar Signature _____

Date _____

Faculty Mentor Signature _____

Date _____