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Annual Progress and Performance Review

Part of becoming a scientific leader is obtaining the necessary skills required for leadership. At this stage of your career, the most important skill to develop is becoming a highly productive and creative researcher. While many other activities are important, productivity in the research laboratory should be your primary focus and is the most important. I have never heard of anyone getting a job offer because they were technically unsound but had awesome soft skills. This is not to diminish soft skills in any way. In fact, your soft skill development will be what sets you apart because there will be many people who are highly productive in the research laboratory.

With this in mind, you should use this APPR to review your progress, career development, and long term goals.

There are two parts to this APPR: (A) The discussion points, or questions, below and (B) a written narrative of your research progress since last year. This written narrative should be in the form of a JACS paper.

Things to think about with respect to the questions below might include: Knowledge, Accountability, Productivity, Critical Thinking, Writing Ability, Communication (oral, daily, written, electronic, others), Creativity, Leadership. I am sure there are others and you are welcome to include them.

Career Goals, Development, and Larger Scientific Mission:

1. What are your Career Aspirations or Long-term goals? Briefly Describe.
2. What near-term goals do you have that support your career aspirations? Briefly Describe.
3. What steps did you take toward achieving your career goals/career development? Briefly Describe.
4. What steps/activities will you pursue this upcoming year to achieve your career goals? Briefly Describe.

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5. How do your near-term goals align with the larger research group mission and scientific goals? Briefly Describe.
6. How have you promoted cross-collaboration, both internal to the group, and external within and beyond the department that advance the larger research group mission and scientific goals? Briefly Describe.
7. What skills have you developed this year that support your career goals and/or advance the larger research group mission and scientific goals? Briefly Describe
8. What one or two development skills would you like to develop over this upcoming year that support your career goals and/or advance the larger research group mission and scientific goals?

Specific Skills, Responsibilities, Work Quality:

1. How are your skills at planning, organizing, and prioritizing workload? Briefly Explain.
2. Are you willing to take on additional responsibilities? Briefly Explain.
3. How reliable (attendance, meeting deadlines, etc) are you? Briefly Explain.
4. How adept are you at analyzing facts, problem solving, decision-making, and demonstrating good judgment? Briefly Explain.
5. What is the quality of your work? Are assignments completed with quality standards of the group? Briefly Explain.
6. What is the quantity of your research? Have you accomplished the volume of work you desired? Briefly Explain.

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7. Cooperation-how well do you work with co-workers, contribute to the larger research group mission and scientific goals, and mentor other students?
8. Leadership-what activities have you be involved in to develop your leadership skills? These might include supervising younger students, collaborating or assisting co-workers, contributions to the larger research group mission and scientific goals, willingness to lead new actives, etc?
9. Are there areas of exceptional performance that should be particularly noted?
Provide Examples.
10. Are there areas of performance needing more attention or improvement?
Provide specific examples.
11. Have you participated in professional development opportunities and/or service to the Group, Department, University and/or Profession?
12. What are the two most important factors that you want to improve in our organization (group, department, university, profession) over the next six to ten months? and What are the most important things we need to do to improve those two factors?