

PERFORMANCE PLANNING AND EVALUATION DOCUMENT FOR POSTDOCTORAL SCHOLARS

(adapted from the University Human Resources Wolfpack Performance Plan)

INTRODUCTION

Postdoctoral scholars (postdocs) have an important role within the functioning of the university. They are employees of the institution, although they have a status that differs from that of EPS employees. The postdoc role is viewed as preparatory for full-time careers, and postdoc positions are temporary and short-term. Postdocs gain important training and research experience through their relationship with the University in ways that support and fulfill the research and scholarship missions of the institution.

When a postdoctoral scholar begins a position, the following form should be used to discuss the University's mission and vision, the University's institutional goals, and be used to establish both individual and professional development goals for the new hire. Ongoing discussions about the postdoctoral scholar and their work should be undertaken throughout the year. Principal Investigators (PIs) and/or supervisors of postdoctoral scholars need to conduct an annual review during the months of April and May each year. Once the review is completed and signed by both the PI/ supervisor and the postdoc, a copy needs to be emailed to the Office of Postdoctoral Affairs (postdocadmin@ncsu.edu) no later than May 31.

It is also important to maintain a mentoring plan with the postdoc as well as encourage the postdoc to have an Individual Development Plan.

UNIVERSITY'S MISSION AND VISION

NC State University Mission Statement

Description : As a research-extensive land-grant university, North Carolina State University is dedicated to excellent teaching, the creation and application of knowledge, and engagement with public and private partners. By uniting our strength in science and technology with a commitment to excellence in a comprehensive range of disciplines, NC State promotes an integrated approach to problem solving that transforms lives and provides leadership for social, economic, and technological development across North Carolina and around the world.

NC State University Vision Statement

Description : As a preeminent public research university, NC State University will be increasingly recognized nationally and internationally for its innovation in education, research, scholarship and engagement that solves the world's most critical challenges. NC State will be known as a diverse, equitable and inclusive community that has a transformative impact on society and advances the greater good.

NC STATE UNIVERSITY INSTITUTIONAL GOALS

Accountability

- Description :**
- a. Productivity: Completes required volume of work by established deadlines and stays productive throughout the workday.
 - b. Autonomy: Generally completes work with few reminders and/or infrequent oversight.
 - c. Prioritizing: Takes sufficient/appropriate measures to plan and organize work, prioritize tasks, and set realistic goals.
 - d. Coordination: Seeks needed information to complete work and timely communicates status with relevant parties.

Compliance and Integrity

- Description :**
- a. Policy: Complies with personnel and equal opportunity policies, including prohibitions on harassment, discrimination, and workplace violence, and all other policies, including appropriate use of university resources.
 - b. Safety: Complies with all safety requirements for the position, including successful completion of training and proper use of personal protective equipment.
 - c. Ethics: Chooses ethical actions, even under pressure, avoids situations considered inappropriate or that present a conflict of interest, holds self and others accountable for ethical decisions.
 - d. Respect: Appreciates individual and cultural differences and treats all people with dignity and respect.

Customer-Oriented

- Description :**
- a. Clarity: Listens to determine the most effective way to address customer needs and concerns.
 - b. Awareness: Shows a solid understanding of customer needs, seeks out customer input to better understand needs, and develops ideas to meet those needs.
 - c. Attentiveness: Follows through on commitments, despite time pressures or obstacles, and maintains relevant communication with customers until the job is completed.
 - d. Diplomacy: Maintains a professional and respectful tone and exhibits diplomacy when dealing with frustrated individuals or during sensitive or confrontational situations.

Expertise

- Description :**
- a. Precision: Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession.
 - b. Resourcing: Makes efficient and appropriate use of materials and documents work appropriately.
 - c. Innovation: Looks for ways to improve efficiency or quality.
 - d. Development: Maintains technical skills and relevant professional credentials.

Team-Oriented

Description : a. Collegiality: Communicates and engages directly, clearly, and tactfully with colleagues.

b. Collaboration: Provides feedback and healthy dialogue on performance and operational issues, as requested, willingly adapts to change, and adheres to decided actions.

c. Contribution: Makes decisions with others in mind, and willingly performs additional duties when team members are absent, during times of increased workload, or as otherwise required by management to meet business needs.

d. Attendance: Absences are infrequent and do not place an undue burden on supervisor or colleagues.

NC State University Institutional Goals Summary

How well has the postdoctoral scholar shown evidence of the above institutional goals in their work?
Are there any areas for improvement?

PI's/Supervisor's Comments:

Postdoc's Comments:

INDIVIDUAL GOALS

The purpose of Individual Goals is for both the postdoc and their PI/supervisor to identify 3 to 5 individual goals for the postdoc to work on for the coming year. These goals are meant to both enhance the postdoc's work experience while at NC State University and to also focus on more specific tasks that the postdoc is meant to do in their research or teaching role. Individual Goals will be established and evaluated by both the PI/supervisor and the postdoc.

INDIVIDUAL GOAL 1:

INDIVIDUAL GOAL 2:

INDIVIDUAL GOAL 3:

INDIVIDUAL GOAL 4:

INDIVIDUAL GOAL 5:

Individual Goals Summary

How well has the postdoctoral scholar met their individual goals this past year?

PI's/Supervisor's Comments:

Postdoc's Comments:

PROFESSIONAL DEVELOPMENT GOALS

The purpose of Professional Development Goals is to identify ways in which the postdoc can make the most out of their work experience at North Carolina State University by expanding their professional skills and taking part in opportunities that help them develop their strengths, insights and experiences. Professional Development Goals will be established and evaluated by both the PI/supervisor and the postdoc. The postdoc can also utilize the resources of the [Office of Postdoctoral Affairs](#) and the [Graduate School's Professional Development team](#) to identify goals and work on their professional development such as taking the [Competencies Assessment](#), attending [workshops](#) or earning a [certificate](#). Postdocs are encouraged to read the emails sent by the Office of Postdoctoral Affairs and posted through the NCSU Postdoc Listserv to learn about professional development opportunities that include and/or are geared towards postdocs.

PROFESSIONAL DEVELOPMENT GOAL 1:

PROFESSIONAL DEVELOPMENT GOAL 2:

PROFESSIONAL DEVELOPMENT GOAL 3:

Professional Development Goals Summary

How well has the postdoctoral scholar met their professional development goals this past year?

PI's/Supervisor's Comments:

Postdoc's Comments:

Signatures and Date: By signing below, both the employer and the postdoc agree with the information in this evaluation.

PI/supervisor

Date

Postdoctoral Scholar

Date