

Trainee: \_\_\_\_\_ Mentor: \_\_\_\_\_

## Mentor Assessment of NUPEDHA Trainee

Part 1. Items included in the trainee's self-evaluation.

*For each item describe the strength(s) and weakness(es) of the trainee and score (1-7; see attached evaluation scale)*

1. Productivity: manuscript and grant writing.	Score:
Comments:	
2. Presentation skills.	Score:
Comments:	
3. Scientific skills: command of scientific body of knowledge (literature, seminars, etc.); scientific interactions inside and outside of lab (networking/collaborations); intellectual contributions to your project.	Score:
Comments:	
4. Organization and time management: drive/motivation; time investment; short- and long-term time planning.	Score:
Comments:	
5. Additional skill (as decided by trainee and mentor): _____	Score:
Comments:	

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Part 2. Items not included in the trainee's self-evaluation.

*For each item describe the strength(s) and weakness(es) of the trainee and score (1-7; see attached evaluation scale)*

1. Laboratory citizenship/responsibility	Score:
Comments:	
2. Working relationships	Score:
Comments:	
3. Quality of Work (data generation, analysis)	Score:
Comments:	
4. Additional skill:	Score:
Comments:	
5. Additional skill:	Score:
Comments:	

Mentor signature & date: \_\_\_\_\_

Trainee: \_\_\_\_\_

Mentor: \_\_\_\_\_

**1 = Unsatisfactory**

- Did not meet expectations.
- Did not accomplish many individual academic objectives
- Made little or no contribution to career development.
- Must improve in many ways to keep current position.

*Guidelines: Very few trainees at the University should receive this rating; mentor should begin corrective action.*

**2 = Needs Improvement**

- Did not meet expectations to some extent.
- Did not accomplish some individual academic objectives
- Made limited contributions to career development.
- Must improve to perform effectively in current position.

*Guidelines: Very few trainees members at the University should receive this rating; manager should consider corrective action.*

**3 = Moderately Effective,**

**4 = Effective, or**

**5 = Highly Effective**

- Met expectations.
- Accomplished individual academic objectives.
- Made substantial contributions to career development.
- Appropriately challenged in current position.

*Guidelines: Most trainees at the University should receive one of these ratings. For example, newer trainees who have performed well but are still learning their jobs may be "Moderately Effective," proven performers may be "Effective," and even stronger performers may be "Highly Effective."*

**6 = Outstanding**

- Exceeded expectations.
- Accomplished individual objectives in a remarkable manner.
- Made noteworthy contributions to career development — beyond what was planned.
- Ready for more independence in current position.

*Guidelines: Few trainees of the University should receive this rating; it is reserved for those who can be easily recognized for performing above and beyond the call of duty.*

**7 = Role Model**

- Exceeded expectations to a great extent.
- Accomplished individual objectives in an exemplary manner.
- Made distinguished contributions to the career development — well beyond what was planned.
- May be ready for a more challenging position or additional responsibility in current position.

*Guidelines: Very few trainees at the University should receive this rating; it is reserved for those who have earned the right to be called truly distinguished performers.*

Scoring is adapted from Northwestern University performance review for staff.