

ANNUAL SCIENTIST EVALUATION SUMMARY FORM
Scientist III

Name _____

Title _____

Appointment Expiration Date _____

Program _____ Division _____

TO BE COMPLETED BY REVIEWER FROM MATERIAL SUBMITTED BY
REVIEWEE:

A. List papers submitted (1 May -1 May) and invited or contributed papers (specify) presented at national or international meetings over the same period. Give an overall evaluation of the above work, specifically commenting on its overall quality and, where possible, impact on the field.

B. Summarize other activities carried out by the individual such as: scientific program management, engineering program management, administration, instrument development, scientific services for users of NCAR facilities, etc. Include an assessment of the quality and value of these activities.

C. Summarize and assess work in progress.

D. Comment on the role of the individual as a leader in the field, and how this is manifested (e.g., quality of science, leader of experimental efforts, committee service, advisory boards, etc.) Is there evidence of increasing development as a leader in the field?

E. What part does the individual play in shaping goals and defining directions within the division?

F. Give an overall summary of the performance of the individual over the past year and over the long term. Specifically note any area, if any, in which the individual's performance does not meet job requirements. What corrective actions are suggested? Where do you believe the individual ranks (percentile) within the peer group in the scientific community? How has this changed over the years?

G. If applicable, give an overall summary of the performance of the individual as a manager, commenting on the following key activities:

- a) supervisory skills: managing employees, training, developing, and motivating employees, delegating tasks, and supporting employees;
- b) administrative skills: managing budgets and managing priorities; and
- c) affirmative action efforts: fairness, equality I and affirmative action recruiting, promoting, and developing.

Scientist's Overall Performance is rated as: (Please circle one.)

Performance Meets or
Exceeds Job Requirements

Performance Does Not
Meet Job Requirements

At the present time, in my opinion, the likelihood of continued appointment and/or advancement is:

Likely: _____ Unlikely: _____ Uncertain: _____

Employee's Comments:

I have had the opportunity to read and discuss this appraisal with my supervisor.
(Signature does not imply agreement or disagreement.)

Employee Signature _____ Date _____

Appraisal Completed by
(Supervisor) _____ Date _____

Approved by
(Department Head) _____ Date _____

Reviewed by
Human Resources _____ Date _____