Page 1: *(To be completed by Research Associate)*

Name:

Years as a Research Associate:

List major responsibilities of your position in approximate order of importance, including current year and any anticipated for the next year:

Have you attended professional development courses this year? If yes, please list.

Describe areas that you would like to pursue in your current position that would enhance your job satisfaction and performance. Please include any concerns that you have with your present position.
Page 2  (To be completed by PI/Supervisor)

Please comment on strengths and weaknesses of performance.

Specifically address the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Outstanding</th>
<th>Above Expectation</th>
<th>At Expectation</th>
<th>Below Expectation</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INDEPENDENCE</strong></td>
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<tr>
<td>Designs and executes projects, creativity of ideas, presentation at national meetings, writing or editing, joining national societies</td>
<td>☐</td>
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<tr>
<td><strong>FACING ISSUES</strong></td>
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<tr>
<td>Comes to grips with unpleasant issues and seeks to solve them by constructive action at his/her own level:</td>
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<tr>
<td>a) Relevant to research</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>b) Relevant to personnel</td>
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<td>☐</td>
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<tr>
<td><strong>RESOURCE UTILIZATION</strong></td>
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<td>Utilizes funds, staff or equipment economically and effectively.</td>
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<td>☐</td>
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<td>☐</td>
</tr>
</tbody>
</table>

____________________________________  _________________  
Signature of Research Associate          Date

____________________________________  _________________  
Signature of Principal Investigator/Supervisor          Date

____________________________________  _________________  
Signature of Division Director          Date

Upon completion, please return signed original to Division Director’s office.