

Baylor
College of
Medicine

GRADUATE
SCHOOL
OF BIOMEDICAL SCIENCES

POSTDOCTORAL
AFFAIRS

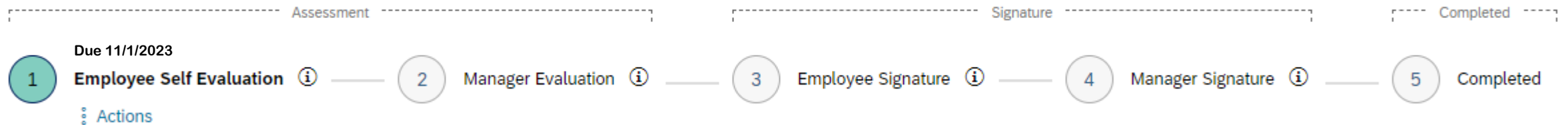
Postdoc Performance Management

October 2023

Timeline

The process, similar to staff and faculty evaluations, is administered through SuccessFactors.

Route Map



10/16/23: Self Evaluation opens

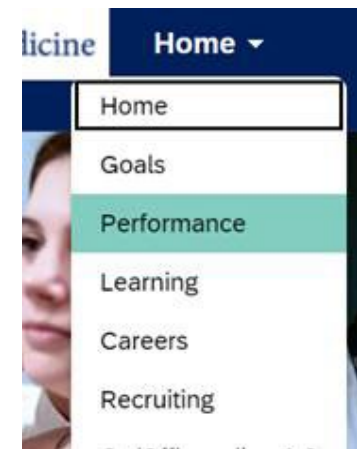
11/1/23: Self Evaluation closes; sent to PI

11/2/23 - 12/15/23: PI provides comments and ratings, holds a meeting for discussion, completes the process

How to Access

Postdocs who were hired before August 1 received an automated email from SuccessFactors on October 16 with instructions.

Instructions: Go to SuccessFactors, click on the **Home** to get to a dropdown menu and select **Performance**. Click **Inbox** and select the **2023 Postdoc Performance** Evaluation.



Self Evaluation Instructions

As written in the email from SuccessFactors

You have approximately two weeks to complete your self-evaluation. This is an important opportunity to share your successes, development, and challenges over the past 12 months. Create a narrative for your PI that includes:

- Examples of tasks and projects highlighting your best work
- Evidence of goal-setting, designing, and executing of your individual development plan
- Specific training, general learning, new skills mastered, and subsequent impacts on your role
- Challenges encountered and how you overcame them, or your progress/plans to address them.

Take your time with the self-evaluation but be sure to complete and submit the form to your PI via SuccessFactors by the deadline. After this deadline (Nov. 1), the SuccessFactors System Administrator will forward any incomplete forms to PIs.

Self Evaluation

Highlight your
contributions and
accomplishments

Align and realign
expectations

Self Evaluation Tips

1. Share your successes.
2. Share what you've learned.
3. Share your challenges.
4. Take time to do it well.
5. Don't attempt to complete it in one try.

Competencies

Aligns with the National
Postdoctoral Association's
Postdoc Competencies

Accountability

- Accepts full responsibility for self and team; understands project initiatives, and builds commitment.

Analytical Thinking / Problem Solving

- Builds a logical approach to address problems or opportunities, manages the situation at hand by drawing on own knowledge and experience, and calls upon other resources as needed.

Adapting to Change

- Responds to change with a positive attitude and a willingness to learn; stays abreast of what is happening in chosen research field and identifies potential impacts, both positive and negative.

Communication

- Maintains channels of communication; provides concise, complete, and professional information to others.

Professionalism

- Demonstrates knowledge of internal and/or external needs, both current and future; addresses complaints, makes realistic commitments, and effectively communicates.

Teamwork / Collaboration

- Willingly cooperates and works towards solutions that generally benefit all involved parties; works together with others to accomplish project objectives; promotes collaboration and partnerships.

Example Competency

Analytical Thinking / Problem Solving

Builds a logical approach to address problems or opportunities, manages the situation at hand by drawing on own knowledge and experience, and calls upon other resources as needed.

- Takes ownership of projects in design and implementation.
- Seeks the root cause of problems and challenges, and proposes viable solutions
- Informs PI and collaborators of issues and risks on a timely basis
- Seeks out professional development and learning opportunities to develop skills

An Approach

Use the postdoc competencies worksheet

1. Brainstorm a list of what you do as a postdoc and match them with a competency.
2. Select one or two items that best exemplify the competency.
3. Fully describe them in examples. What happened, what did you do, what resulted; or What was the challenge, how did you approach it, what is the result or what is still needed.

Postdoc Competencies Worksheet

The [Postdoc Competencies Worksheet](#) is a tool that you can use – it is not required.



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POSTDOC PERFORMANCE EVALUATIONS Planning Worksheet

The core competencies apply to all postdoctoral associates and fellows:

Core Competency	Definition	Notes
Accountability	<p>Accepts full responsibility for self and team; understands project initiatives and builds commitment.</p> <ul style="list-style-type: none"> Documents new procedures; follows instructions/established procedures; reads communications and acts upon directives Supports team members, keeps commitments and works to advance identified goals and objectives Can be relied upon to meet deadlines, takes initiative to resolve issues, works independently, and produces quality outcomes Develops and applies an individual development plan to set goals in research, education, and career. 	
Analytical	Builds a logical approach to address problems or	

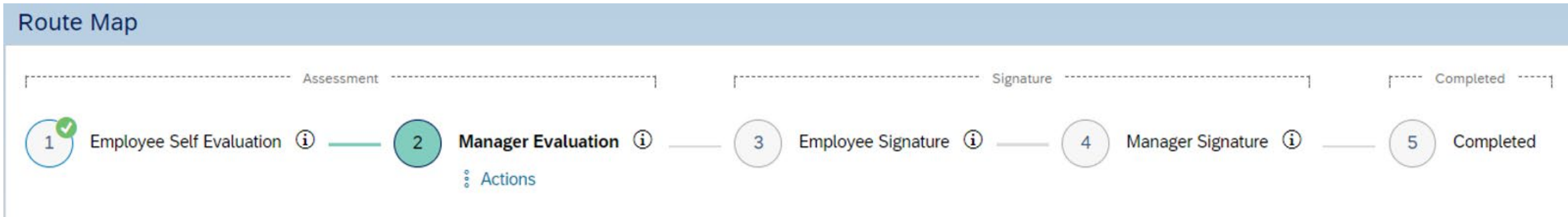
Examples of how a fictional postdoc has met the Accountability competency (only need one or two examples for the self-evaluation in SF):

- Committed to writing a postdoc fellowship proposal, developed and gathered all documents, and submitted on time.
- In troubleshooting a technique, devised a strategy and found a solution that has been documented.
- Mentored a summer student, including developing an appropriate project for the summer student and meeting all milestones. Prepared by participating in mentor training workshops.
- In a particularly challenging project, addressed the challenges, reset goals and expectations, and maintained open communication to keep the project moving.
- Trained new lab members to get them up to speed with projects and techniques in the lab.

How this will help you

- Reflect on all the ways that you contribute to your lab and develop yourself – not only publications and other long-term accomplishments
- Share your experiences, accomplishments, and needs
- Examples that you provide can be used in letters of recommendation and job applications/interviews
- The performance review meeting is dedicated to you and your progress
- Can be beneficial to your relationship with your PI

What happens next?



After you submit the self evaluation form by clicking **Send to Manager**, your form will go your PI. At 10:59 PM on Nov. 1, all forms that have not been sent to manager will automatically be sent. Your PI will enter in comments, select ratings and have a discussion with you about performance. After final signatures, the process will be complete.

* Manager Rating ?

Select a rating... ▼

- Select a rating...
- Below Expectations (B)
- Somewhat Below Expectations (S)
- Successfully Meets Expectations (SM)
- Exceeds Expectations (E)
- Consistently Exceeds Expectations (C)