

UMC WG4 Proposed Form Design

Performance Period: _____

Name of Employee: _____

Position Title: _____

Laboratory/Observatory: _____

Supervisor Name: _____

Years in current position: _____ **Date of Hire** _____
(include CV if < 1 year)

Current FTE: _____

Please review the more detailed instructions which are provided in a [separate document](#). The appraisal criteria should be aligned with the NCAR appointments criteria for ladder-track scientists and research engineers, as appropriate for the level of Scientist or Research Engineer being evaluated.

I. MATERIALS COMPLETED BY THE EMPLOYEE

A. Activities during the prior 12 months

Scientific/Technical Contributions

a) Refereed submitted papers (include date of submittal and current status)

[Click here to enter text.](#)

b) Non-refereed submitted papers (include date of submittal)

[Click here to enter text.](#)

c) Project reports

[Click here to enter text.](#)

d) Invited or contributed papers presented at national or international meetings

[Click here to enter text.](#)

d) Patent(s)

[Click here to enter text.](#)

e) Scientific presentations/seminars (title, city, date)

[Click here to enter text.](#)

Comment [BM1]: Electronic forms should include 'fill-in' boxes that show where the employee and supervisor's input should be entered. The fill-in boxes should also allow staff to paste text from other documents. It is also desired to allow staff to extract information such as publication data from other UCAR/NCAR metrics databases such as OpenSky.

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f) Status of any paper(s) submitted before 1 June that is still pending

[Click here to enter text.](#)

Research Activities and Accomplishments

[Click here to enter text.](#)

Grant/Proposal Activity

[Click here to enter text.](#)

Contributions to NCAR Programs

[Click here to enter text.](#)

Community Service

[Click here to enter text.](#)

Supervision and Management (if appropriate)

[Click here to enter text.](#)

B. Estimate of effort during the prior 12 months in each criteria area

Provide an estimate of the level of effort expended in the past year in each of the four criteria areas.

Comment [BM2]: This table consolidated the four tables into two.

	Scientific/ technical contributions	Contributions to NCAR programs	Community service	Direct supervision and management (if appropriate)
Employee's estimate of effort for this review period (Total = 100%)	%	%	%	%
Employee's estimated planned effort next year (Total=100%)	%	%	%	%

C. Planned activities and professional goals for the next year

[Click here to enter text.](#)

II. MATERIALS SUBMITTED BY SUPERVISOR

The supervisor develops a narrative describing the employee’s performance, which should be measured against the NCAR Ladder-Track Criteria. If there is more than one supervisor, the primary “supervisor of record” should develop the narrative, with input from co-supervisors. The narrative is the principal part of the evaluation and supports the ratings in Section III. Develop this narrative evaluating the employee’s performance during the prior 12 months.

A. Assessment of employee’s performance:

Click here to enter text.

B. Assessment of employee’s work plans and professional goals:

Click here to enter text.

III. MATERIALS SUBMITTED BY THE LABORATORY/OBSERVATORY

The NCAR Associate Director defines the process for the completion of the summary appraisal. The ratings should be based on the supervisor’s overall appraisal of the employee’s performance as described in section II.A and calibrated by intra peer-group comparisons. Employee performance should be rated by marking the appropriate box.

INDICATE IF THE EMPLOYEE: (Check appropriate box)

- () Significantly exceeds NCAR’s high expectations
- () Meets NCAR’s high expectations
- () Performance does not meet job requirements

IV. SIGNATURES

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 _____
Supervisor Signature _____	Date _____
Div. Dir./Prog. Mgr. Signature _____	Date _____
NCAR Assoc. Dir. Signature _____	Date _____