

**ANNUAL SCIENTIST EVALUATION SUMMARY FORM**  
**Scientist I and II**

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 within the organization. Does he/she interact with colleagues profitably? Is the work of the individual appropriate to his/her division as a part of a national center?

E. Give an overall summary of the performance of the individual over the past year and over the long term. If applicable, are there signs of developing leadership traits on the part of the individual? In what ways? How does the scientist compare with the relevant discipline peer group? How has this changed over the previous years?

F. 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, 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 \_\_\_\_\_