|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Employee Information** | | | | |
| **Employee’s Name:** | Jamie Kee | | **Employee ID #:** | 23019 |
| **Review Period:** | FY 2024 | | **Organization #:** | 5400 |
| 1. **Annual Evaluation Results:** Document performance including both results and behaviors. | | | | |
| *Current fiscal year major objectives agreed upon with line manager* | | *Current fiscal year accomplishments* | | |
| * Publish NREL reports or journal articles, with focus on more first author contributions. | | * Contributed to multiple publications: 2 SWR, 1 journal article, and 3 NREL reports. Three first author reports are in preparation. | | |
| * Take on larger roles in projects. | | * I’ve taken on larger role in projects. On HDFueling, I taken on the analysis lead role. I am also leading TEA for a HydroGEN consortium seedling project and the lead analyst on the Hydrogen ATB. | | |
| * Present work at a conference/meeting/review. | | * Presented at AMR, gave 2x webinars on hydrogen analysis with the Clean Energy Ministerial, 2x webinars via USAID to international audiences, and a BlendPATH training webinar. | | |
| * Lead TEA analysis for a HydroGEN consortium TEA STCH node project. | | * Contributed to scope and proposal writing, which has led to funding for new projects and continued work on existing projects. | | |
|  | | * Released 2 publicly available tools through GitHub. ProFAST has been incorporated into many NREL projects/analyses and has 167 external recorded downloads. BlendPATH has been redesigned to be open-source and commercial-license-free to improve access to all users. | | |
| *Other major accomplishments:*   * HFTO AMR award for contributions in heavy-duty fuel cell electric vehicle fueling protocols | | | | |
| 1. **Line Manager’s Feedback** | | | | |
| Manager feedback:   * I have had the pleasure of working with Jamie for the past 2.5 years and I continue to be impressed with Jamie’s technical skills and level of professionalism. * Jamie is highly technically competent, as many attest to already, but I will also say he brings a very strong sense of collaboration to the team. He takes his time in listening to others before responding or jumping to solutions and is patient. * Jamie also spent more time this year delivering presentations to wider audiences. This ability to effectively communicate technical material to non-technical audiences is another important skill to improve as you progress in your career. * I completely respect Jamie’s decision to turn down the technologist role/path in favor of continuing to be a researcher and will continue to find ways to Jamie to lead and PI projects. * Given this and your recent success in securing additional work, I would advise to continue focusing on bringing in funds, writing SOWs, leading analysis, and mentoring other analysts on projects to advance your career at NREL.   Peer review feedback and suggestions for improvement, if any:   * He is able to work with complex tasks and provide timely and rigorous results. Jamie is about the only person who has found issues with the H2FAST model. * Jamie does an excellent job of working independently but knows when to get feedback from co-workers to avoid wasting time going down rabbit holes. He is an invaluable analyst and key member of our team. * I observed Jamie to be comfortable with public speaking. This is clearly evidenced in the BlendPATH 1.0 tutorial we delivered in Q1 of FY24. As a result of his good public speaking skills, the communications department made minimal edits in our post-webinar recording prior to webinar publishing. * Clone Jamie! * I encourage Jamie to always think about what novel conclusions can be drawn from the models he develops, and ask what types of key research questions these models could be used to answer. | | | | |
| 1. **Major Performance Objectives for Next Fiscal Year:** State major objectives for next year. | | | | |
| * Publish NREL reports and journal articles, with a focus on more first author contributions. Three reports are in progress, and one is targeted for journal publication. In addition, find more opportunities to document/publish work. | | | | |
| * Continue to take on larger roles in projects. I am currently the lead analyst for a few projects and charge code manager of one. I would like to continue improving skills on the managerial side. | | | | |
| * Take a more active role in proposing new projects when new funding opportunities are announced. | | | | |
| * Lead analysis for the hydrogen ATB. Under this task I will curate and develop the hydrogen annual technology baseline. The results of this effort will be reflected on the NREL ATB. | | | | |
| 1. **Areas for Growth, Development and Challenge:** List skills, knowledge, or attributes that need to be developed or strengthened. | | | | |
| Better balancing workload and delegating work, improve knowledge of TEA/accounting terminology, participate in proposing new work. | | | | |
| 1. **Overall Performance Rating:** | | | | |
| |  |  | | --- | --- | | |  | | --- | | **Exceptional** |   **Enter the overall performance rating:** |  |  |  | | --- | --- | |  | Type “Yes” in the box to the left if a corrective action plan is required. | | | | | |
| **Performance Rating Definitions:** | | | | |
| **Needs improvement** – Employee does not meet the performance and/or behavior expectations, and/or demonstrates only a minimum level of proficiency in the competencies required in their job on a consistent basis. This rating also applied to an employee who may exhibit workplace behaviors which negatively impact the ability to be effective in their role, although goals may be achieved. Additional skill development, commitment, and/or change in behaviors are necessary. This rating describes the employee who may meet only the very minimum position requirements and/or behaviors and change is necessary. The evaluation should detail the changes necessary for improvement to ensure clear expectations are defined.  **Successfully meets or exceeds expectations** – Employee is currently successful in their role and consistently meets and may frequently exceed the high NREL performance expectations commensurate with their position within the laboratory. The expected behaviors include proficiency regarding judgment, interpersonal and communication skills, and other competencies required in their job. This rating describes the employee whose overall performance is successful and above. Any minor areas where performance gaps exist were counterbalanced by overall successful performance and behavior that consistently met or exceeded expectations. The rating can also apply to employees new in their jobs who may be learning or lack experience but, overall, are successful in their role with no significant gaps in performance or behavior.  **Exceptional** – Employee consistently exceeds the majority of performance expectations and goals, and demonstrates judgment and behaviors commensurate with their position within the laboratory. The expected behaviors include a high level of proficiency regarding judgment, interpersonal and communication skills, and other competencies required in their job. | | | | |

|  |  |  |
| --- | --- | --- |
| **Employee and line manager review the following items together and initial upon review.** | | |
| **Initial each item** |  |
| **JK** | **I have reviewed the** [**Commitment to Safety and Environmental Stewardship**](http://thesource.nrel.gov/esh/commitment.html) **and reviewed my ESH training requirements with my line manager.** |
| **JK** | **I have reviewed my required training plan with my line manager and have submitted necessary changes to** [**institutionaltraining@nrel.gov**](mailto:institutionaltraining@nrel.gov)**.** |
| **JK** | **I have discussed** [**NREL’s Ethics Handbook**](https://highpoint.nrel.gov/sites/iop/Documents/gen/fy21/77850.pdf) **with my line manager and understand my responsibilities in these areas.** |
| **JK** | **I have discussed cybersecurity requirements, including personally identifiable information, and physical security requirements, such as visitor access and control issues, with my line manager and understand my responsibilities in these areas.** |

|  |
| --- |
| 1. **Employee Comments (Optional)** |
|  |

|  |
| --- |
| 1. **Signatures** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee:** | **Jamie Kee** |  | **Date:** | **11/18/2024** |
|  |  |  |  |  |
| **Employee’s Line Manager:** | **Mark Chung** |  | **Date:** | **11/18/2024** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reviewing Manager:** |  |  | **Date:** | **12/16/2024** |