**Post-doctoral Research and Advisor Annual Review**

**Sarah Converse, Quantitative Conservation Lab**

**Date:**

**Name:**

**Year in Post-doc:**

***See the last page of this document for instructions.***

**Annual Review Input (to be completed independently by post-doc)**

1. **Professional Accomplishments**

* Very briefly summarize your research activities from the past year.
* List data collected and analyses completed.
* List peer reviewed publications and presentations.
* List teaching, outreach, service, professional development activities, and awards.
* What activities have you engaged in to advance inclusion, equity, and diversity in your community?

1. **Self Evaluation**

* What were your goals for last year?
* For last year's goals that were met, please mention any specific things that you feel were important to this success.
* For last year's goals that were not met, what challenges did you face? What could help remove these barriers?
* Have you had the time and resources to care for your physical and mental well-being? Is there any help you need to make sure that self-care is a priority?

1. **Comments for Advisor**

* Provide feedback for Sarah, including what worked well and what I can do in the next year to help you succeed.

1. **Future Goals and Objectives**

* Summarize your goals for each quarter of the coming year.
* Summarize your long-term goals.
* For the coming year, list any planned proposals, manuscript submissions, presentations, teaching, etc.

***Post-doc annual review process:***

1. ***We will decide on a date (one of our regular meetings) when we will discuss your annual review. This should happen in July.***
2. ***You will fill out the attached form before our meeting.***
3. ***We will meet to discuss your progress in the last year based on your form and a form that I will fill out independently. We will agree on goals for the coming year.***