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Manager Evaluation: 2019 Employee Annual Performance Review: Shicheng Guo Actions

Please review prior to completing the Annual Performance Review process. It is very important you understand the process and steps involved.

Following is the process:

Step 1 - Employee completes the self-evaluation and submits. The deadline for the self eval to be submitted is **December 31**. Any self eval not submitted by the end of day on December 31 will be automatically advanced to the manager.

Employee will not be able to complete the self-eval after this point. The manager may choose an earlier date for the deadline but they cannot choose a later date. If the manager chooses to move the deadline up, he/she will communicate this to their employees, via email.

Step 2 - When the employee submits their self-evaluation, the manager will receive an action item in their Workday in-box to complete the Manager's evaluation for the employee. The Manager cannot complete the Manager's evaluation until the employee has submitted their self-eval or after the self-evals are advanced to the manager. The manager completes the manager evaluation and "Saves it for Later".

Step 3 - Manager has the face-to-face meeting with employee. Following the meeting, the manager will need to "submit" the review in Workday. The managers' deadline to have all reviews submitted is **February 19, 2020**

Step 4 - When the manager submits the review, the employee will receive an action item in their Workday in-box. The employee should review the performance review and acknowledge receipt. They do this by choosing a status at the top of the page. They are also able to make comments in the Employee Acknowledgment section. Comments are not required at this point. Only comments entered in the Employee acknowledgement section will be included on the document. Any comments made in the comments section by the submit button will not be included on the document if viewed or printed. Employees due date to acknowledge and comment on their review is **May 31, 2020**. Any performance reviews not acknowledged by the employee by May 31 will be advanced and the employee will not have the ability to acknowledge or comment on the review.

Step 5 - When the employee acknowledges and submits, the manager will receive an action item in their Workday in-box. The manager should review any comments the employee makes and acknowledge the evaluation. Comments can be made in the acknowledgement comments section, but they are not required.

Once the manager acknowledges and submits, the process is complete.

To complete the annual review:

Click "Go to Guided Editor" for a step-by-step process. **Only this view will show the definitions of the ratings.** If you choose the Summary Editor the definitions of the ratings will not show.

Remember - once you click "Submit" at the bottom of the summary page, the step will be completed. Once the step is complete you cannot make any further changes. If you want to save and make changes at a later day, you will need to click "Save for Later".

Acknowledgement

Manager Acknowledgement

Status *

Comment

Employee Acknowledgement

Status

Acknowledge Review with Comments

Comment

Entered by

Shicheng Guo

Date

02/04/2020 04:11 PM

Accomplishments

Accomplishment *

Dr. Guo joined Dr. Schrodi's lab at Marshfield Clinic Research Institute on 11/27/2017. In the past two years, Dr. Guo worked with Dr. Schrodi and other collaborators resulting in six published scientific papers. As the first and co-first author, Dr. Guo published two papers in Blood (2019) and Scientific Reports (2019). As the co-corresponding author, Dr. Guo published two papers on Cell Death & Diseases (2018) and Frontiers in Genetics (2019). In addition, he is the co-author on another four publications. Dr. Guo gave three presentations at the Marshfield Clinic Scientific Seminar and MCRI Scientist meeting, gave an invited presentation at the Shanghai Academy of Chinese Medical Sciences and has an accepted presentation at the American Society of Human Genetics 2019 Conference. Additionally, Dr. Guo has been offered a CIBM postdoctoral fellowship to study epigenetic/genetic interactions across diseases in PMRP. All the research conducted by Dr. Guo has been focused on human health issues including the identification of novel diseases genes and the development of novel cancer diagnosis using prognostic/diagnostic biomarker panels.

Presentations:

Deep learning prediction of chemotherapy response using multi-omics features. 2019 Am Soc Hum Genet Conference, October, 2019

Using Computational Biology, Genetics and Epigenetics to Understand Disease Etiologies and Improve Precision Medicine, Scientific Seminar, 05/15/2019.

Identification and Validation of Cell-free DNA Methylation Biomarkers for Human Cancers. Marshfield Clinic Research Institute, Scientist meeting, 04/18/2019.

Mapping Hemochromatosis Genes using a Novel Recessive Diplotype Approach in the Marshfield Clinic Personalized Medicine Research Project (PMRP), Scientific Seminar, 3/13/2019.

Publications: (1-5)

Guo S*, Liu J, Jiang T, Lee D, Wang R, Zhou X, Jin Y, Shen Y, Wang Y, Bai F, Ding Q, Wang G, Zhang Y, Zhou X, Schrodi SJ, He D. (5R)-5-Hydroxytryptolide (LLDT-8) induces substantial epigenetic mediated immune response network changes in fibroblast-like synoviocytes from rheumatoid arthritis patients. Scientific Reports 2019.

Chen S, Pu W, Guo S, Jin L, He D, Wang J. Genome-wide DNA methylation profiles reveal common epigenetic patterns of interferon-related genes in multiple autoimmune diseases. Front Genet 2019;10:223.

Guo S*, Jiang S*, Epperla N, Ma Y, Maadooliat M, Ye Z, Olson B, Wang M, Kitchner T, Joyce J, An P, Wang F, Strenn R, Mazza JJ, Meece JK, Wu W, Jin L, Smith JA, Wang J, Schrodi SJ. A gene-based recessive diplotype exome scan discovers FGF6, a novel hepcidin-regulating iron-metabolism gene. Blood 2019;133:1888-98.

Jiang D, He Z, Wang C, Zhou Y, Li F, Pu W, Zhang X, Feng X, Zhang M, Yecheng X, Xu Y, Jin L, Guo S#, Wang J#, Wang M#. Epigenetic silencing of ZNF132 mediated by methylation-sensitive sp1 binding promotes cancer progression in esophageal squamous cell carcinoma. Cell Death Dis 2018;10:1.

Wang C, Pu W, Zhao D, Zhou Y, Lu T, Chen S, He Z, Feng X, Wang Y, Li C, Li S, Jin L, Guo S#, Wang J#, Wang M#. Identification of hyper-methylated tumor suppressor genes-based diagnostic panel for esophageal squamous cell carcinoma (ESCC) in a chinese han population. Front Genet 2018;9:356.

Feng W, Guo X, Huang H, Xu C, Li Y, Guo S, Zhao Z, Li Q, Lu D, Jin L, Wang J, Jiang G, Wu J. Polymorphism rs3819102 in thymidylate synthase and environmental factors: Effects on lung cancer in chinese population. Curr Probl Cancer 2019;43:66-74.

Pu W, Wang C, Chen S, Zhao D, Zhou Y, Ma Y, Wang Y, Li C, Huang Z, Jin L, Guo S, Wang J, Wang M. Targeted bisulfite sequencing identified a panel of DNA methylation-based biomarkers for esophageal squamous cell carcinoma (ESCC). Clin Epigenetics 2017; 9:129-140.

He D, Liu J, Hai Y, Zhu Q, Shen Y, Guo S, Zhang W, Zhou X. Increased DOTL1 in synovial biopsies of patients with OA and RA. Clin Rheumatol 37(5):1327-1332.

Manager Evaluation

Comment

Employee Evaluation

Comment

Goals**Goal** *

In 2020, I am planning to publish 6 papers and prepare 1 external grant. Meanwhile, I am planning to complete Steven's cytokine project, T2D project, Obesity project and hope to be supported for the internal and ICTR grand on cell-free DNA methylation in oral cancer together with Dr. Steven Schrodi and Dr. Ingrid Glurich.

Guo S., Steven JS, Ingrid G, (2020) Genome-wide DNA methylation analysis uncovers novel epigenetic changes in human atrial fibrillation (in progress, 95% completed)

Guo S., Tonia C. Carter, Zhan Ye, Jennifer K. Meece, Narendranath Epperla, Judith A. Smith, Steven J. Schrodi. The Genetics of Baseline TH17 Signaling Cytokines: Interleukin-23 and Interleukin-17A (in progress, 60% completed)

Guo S., Minghua W., Steven JS. A gene-based recessive diplotype exome scan discovers MTMR4, a novel type-2 diabetes gene (in progress, 70% completed)

Zhang H.*, P Dong*, S Guo*, C. Tao, W Zhao, J Wang, Ramsey Cheung, Augusto Villanueva, H. Ding, Steven J. Schrodi#, D. Zhang#, C. Zeng#. Circulating cell-free DNA based low-pass genome-wide bisulfite sequencing aids non-invasive surveillance to Hepatocellular carcinoma. Science Advances (submitted)

Liu Y., Zhang Z., Kang Z., Zhou X. Wang S., Liu S., Jin Q., Guo S., Nath Swapan., Steven J. Schrodi, Chen W., Liu Y., and Xu H., Interleukin 4 Reverses B cell Anergy by Upregulating Surface IgM on Anergic B Cells and Contributes to the Pathogenesis of Systemic Lupus Erythematosus. (in progress: 90% completed)

He D.*, Guo Q.*, Zhu Q.*, Shen J., Jiang T., Tang X., Cheng P., Wang R., Ding Q., Steven J. Schrodi#, Guo S#, Bao C#. Triple Therapy of cDMARDs in Patients with Rheumatoid Arthritis: Results of a double-blind randomized controlled study. (In progress: 80% completed)

Description**Category****Due Date**

12/31/2020

Status

4 - In Progress

Manager Evaluation**Comment**

Goals highlighted and discussed in this Annual Performance Review should be from 2019 not 2020.

Employee Evaluation**Comment****Competencies****Competency**

(2019 Employee) Patient Centered:

Category

Organization

Description

Put the needs and perspective of the patient/customer at the center of all they do. At MCHS, customers include patients and their family members, colleagues, and product consumers. To demonstrate Patient Centeredness at the consistently meets expectations level, the individual must consistently:

- Adhere to privacy standards, HIPAA and HITECH laws and confidentiality
- Make customers and their needs a primary focus of his/her actions
- Display friendly and approachable behavior towards customers
- Actively seek opportunities to assist customers such as asking 'Is there anything I can help you with today?'
- Listen and respond to customer needs in a timely and professional manner, regardless of customer attitude
- Take ownership of customer service issues to ensure timely resolution; utilizes customer service recovery techniques
- Make value (MVV) supported choices within the systems in which employee works

Manager Evaluation**Manager Rating**

Consistently Meets or Occasionally Exceeds Expectations

Comment**Employee Evaluation****Employee Rating**

Consistently Exceeds Expectations
(Comments must be entered regarding why the individual is receiving this rating).

Comment

Dr. Guo is consistently friendly and assists others. Dr. Guo is always polite and courteous towards others.

Competency

(2019 Employee) Trust:

Category

Organization

Description

Demonstrate the attitude and talent to optimize the healthcare experience and build trust with every patient/customer that we serve. To demonstrate trust at the consistently meets expectations level, the individual must consistently:

- Implement communication strategies that build and reinforce trust to customers
- Choose to demonstrate honest behaviors
- Ensure that regular and timely communication occurs to keep others informed of the status of work tasks, projects, activities, and organizational/departamental initiatives
- Provide timely and honest feedback in constructive ways and display openness to others' input
- Work well with others by choosing to demonstrate respect, courtesy, and kindness to others within the work environment.

Demonstrate respectful interactions that acknowledge the humanity, dignity and unique contributions of every person who works for our organization

Manager Evaluation**Manager Rating**

Consistently Meets or Occasionally Exceeds Expectations

Comment**Employee Evaluation****Employee Rating**

Consistently Exceeds Expectations
(Comments must be entered regarding why the individual is receiving this rating).

Comment

Dr. Guo is extremely trustworthy and always demonstrates honest behavior

Competency

(2019 Employee) Teamwork:

Category

Organization

Description

Demonstrate the ability to work effectively in a patient/customer-centered team environment. Must possess excellent communication and interpersonal relationship skills and choose to use those skills with all that they encounter including their co-workers. To demonstrate teamwork at the consistently meets expectations level, the individual must consistently:

- Demonstrate inclusive behaviors
- Productively share information, resources and expertise with others
- Take initiative to assist others in completing tasks
- Convey information effectively and clearly express ideas and thoughts
- Recognize others for their abilities and accomplishments
- Provide feedback to team members about safety concerns and work collaboratively to ensure patient needs are met

Manager Evaluation

Manager Rating

Consistently Meets or Occasionally Exceeds Expectations

Comment

Employee Evaluation

Employee Rating

Not Meeting Expectations - Performance did not meet expectations as defined in the job description or by the manager. Improvement is needed to fully meet the expectations. (Comments must be entered regarding why the individual is receiving this ranking).

Comment

Dr. Guois consistently very helpful and always offering valuable scientific and programmatic insights.

Competency

(2019 Employee) Excellence:

Category

Organization

Description

Embrace change and continually focus on patient-care/customer satisfaction and ongoing improvement, striving for excellence in every aspect of their job duties. To demonstrate excellence at the consistently meets expectations level, the individual must consistently:

- Accept organizational change and adapt to new structures, procedures and technology
- Remain current in 1) job-related skills; 2) department/job required certifications/licensure; 3) required CBTs, 4) Employee Health assessments and requirements, if required.
- Fulfill role, responsibilities, and duties to meet customer needs first, followed by organization and department objectives
- Be accountable for the quality of choices made in the work place
- Report errors and system vulnerabilities in the spirit of quality and continuous safety improvement.

Manager Evaluation

Manager Rating

Consistently Meets or Occasionally Exceeds Expectations

Comment

Employee Evaluation

Employee Rating

Consistently Exceeds Expectations
(Comments must be entered regarding why the individual is receiving this rating).

Comment

Dr. Guo's quality of work and attention to detail is superb. He has completed all of his CBTs, health assessment and contributes to CPMR goals.

Competency

(2019 Employee) Affordability:

Category

Organization

Description

Deliver value to patients/customers through innovation, To demonstrate affordability at a consistently meets expectation level, the individual must consistently:

- Act fiscally responsibly by using system resources efficiently, including using work time appropriately
- Engage in process improvements and/or redesign efforts to reduce waste
- Achieve targeted work results
- Consistently complete work assignments on time and to specifications
- Multi-task and balance workload, focus on priorities

Manager Evaluation

Manager Rating

Consistently Meets or Occasionally Exceeds Expectations

Comment

Employee Evaluation

Employee Rating

Consistently Exceeds Expectations
(Comments must be entered regarding why the individual is receiving this rating).

Comment

Dr. Guo definitely showed highly affordability and he always work on several different projects at same time and always provide significant progression to the projects.

Competency

(2019 Employee) Position Expertise:

Category

Technical

Description

The manager and employee must review the job description at a minimum of once per year.

The effectiveness with which the employee utilizes his or her technical and non-technical knowledge and skills on the job. It is the employee's ability to work independently and complete tasks without constant supervision. When assessing the employee's Position Expertise, consider the degree of job knowledge and skills relative to the employee's length of time in his or her position. Also consider the employee's efforts in learning new skills and/or maintaining up-to-date job-related information during the performance cycle. To perform at the consistently meets expectation level, the employee:

- Performs responsibilities as specified in the job description and in accordance with Marshfield Clinic Health Systems policies and protocols and within scope of practice
- Competence on technical skills have been validated as appropriate per scope of practice.
- Demonstrates the appropriate specialized knowledge required to perform job duties
- Utilizes job knowledge and critical thinking skills to analyze situations, resolve problems, reach sound decisions, and implement solutions
- Maintains up-to-date knowledge of job methods, skills, and techniques

Manager Evaluation

Manager Rating

Consistently Meets or Occasionally Exceeds Expectations

Comment

Employee Evaluation

Employee Rating

Consistently Exceeds Expectations
(Comments must be entered regarding why the individual is receiving this rating).

Comment

Dr. Guo is a highly respected scientist with outstanding expertise in computational biology, bioinformatics, molecular biology experimental design and genomics

Competency

(2019 Employee) Quality of Work

Category

Technical

Description

The employee's ability to complete work that is in accordance with quality expectations. To perform at the consistently meets expectation level, the employee:

- Maintains a clean and organized work space
- Demonstrate a commitment to high quality work
- Produce work that is accurate, thorough, complete, and presented professionally
- Report errors and system vulnerabilities to support a culture of safety

Manager Evaluation

Manager Rating

Consistently Meets or Occasionally Exceeds Expectations

Comment

Employee Evaluation

Employee Rating

Consistently Exceeds Expectations
(Comments must be entered regarding why the individual is receiving this rating).

Comment

Dr. Guo is committed to the highest quality scientific research.

Summary

Manager Evaluation

Manager Rating

Consistently Meets or Occasionally Exceeds Expectations

Overall Rating Weight

100

Employee Evaluation

Employee Rating

Consistently Exceeds Expectations
(Comments must be entered regarding why the individual is receiving this rating).

Overall

Manager Evaluation

Rating

Consistently Meets or Occasionally Exceeds Expectations

Comment

Dr. Sanjay Shukla, Director of CPMR, writes *"Shicheng is a very good scientist, works hard and collaborative if needed."*

Dr. Steven Schrodi, Shicheng's Mentor, writes *"Dr. Guo is an exceptional scientist. His scientific knowledge is outstanding and he is highly productive and efficient. All of my interactions with Dr. Guo have been wonderful."*

Employee Evaluation

Rating

Consistently Exceeds Expectations
(Comments must be entered regarding why the individual is receiving this rating).

Comment

Supporting Documents

Employee

Evaluation Supporting Document



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Updated By

Shicheng Guo

Upload Date

12/06/2019 05:20 PM

Comment

top 1% of reviewers in Molecular Biology and Genetics on Publons global reviewer database

Manager

Summary

Manager Evaluation

Comment

Shicheng's mentor, Dr. Steven Schrodi, wrote " Dr. Guo is an exceptional scientist. His scientific knowledge is outstanding and he is highly productive and efficient. All of my interactions with him have been wonderful."

Employee Evaluation

Comment

Overall, In 2019 years, Dr. Guo worked with Dr. Schrodi and other collaborators resulting in 3 published scientific papers. As the first and co-first author, Dr Guo published two papers in *Blood* (2019) and *Scientific Reports* (2019). As the co-author, Dr. Guo published one paper on *Frontiers in Genetics* (2019). In addition, one of Dr. Guo's poster was accepted presentation at the American Society of Human Genetics 2019 Conference. Dr. Guo completed 38 SCI peer-review and be rewarded as Top 1% Peer Reviewer 2019.