

PHARMACORP ANNUAL PERFORMANCE REVIEW

2024

EMPLOYEE INFORMATION

Name: Emma Williams

Employee ID: #005

Position: Research Scientist

Department: Research & Development

Review Period: January 1, 2024 - December 31, 2024

Manager: Dr. Jennifer Walsh, R&D Director

Review Date: January 20, 2025

PERFORMANCE SUMMARY

Overall Rating: 3/5 (Meets Expectations)

Emma continues to demonstrate solid technical competency in cardiovascular research with consistent contributions to departmental objectives. Her collaborative approach and regulatory expertise have been valuable assets to ongoing projects.

KEY ACCOMPLISHMENTS 2024

Research Excellence

Project Contribution: Key researcher on CardioVascular-07 compound development

Regulatory Support: Contributed to successful IND submission for CV-07 Phase I trial

Publication Success: Co-authored 2 peer-reviewed articles in cardiovascular journals

Laboratory Management: Maintained 100% compliance with GLP standards

Collaboration & Knowledge Sharing

Cross-functional Support: Provided biomarker expertise to Clinical Affairs team

Training Leadership: Conducted 3 technical training sessions for laboratory staff

External Engagement: Presented research findings at American Heart Association conference

Mentorship: Successfully guided 1 research associate through project completion

PERFORMANCE METRICS

Metric	Target	Achieved	Rating
Research Milestones	6	6	Meets Expectations
Publication Goals	2	2	Meets Expectations
Regulatory Compliance	100%	100%	Meets Expectations
Budget Management	100%	97%	Meets Expectations
Training Delivery	2	3	Exceeds Expectations

AREAS FOR DEVELOPMENT

Career Advancement Opportunities

Growth Potential: Emma has expressed interest in senior scientist progression
Leadership Development: Opportunity to lead independent research projects
External Visibility: Increase presence at industry conferences and publications

Technical Enhancement

Skill Development: Advanced statistical analysis and data visualization
Innovation Focus: Exploration of novel research methodologies and technologies
Cross-therapeutic Knowledge: Broaden expertise beyond cardiovascular focus

Action Plan

1. Q1 2025: Enroll in advanced biostatistics course
 2. Q2 2025: Lead independent research project as principal investigator
 3. Q3 2025: Submit abstract for European Society of Cardiology conference
 4. Q4 2025: Complete leadership development workshop series
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CAREER DEVELOPMENT DISCUSSION

Employee Goals: Emma has expressed strong interest in advancing to Senior Research Scientist role within the next 18 months. She is motivated to take on greater project leadership responsibilities.

Manager Assessment: Emma demonstrates the technical competency for advancement but would benefit from additional leadership experience and external visibility. Recommend providing opportunities for independent project leadership.

Development Investment: Approved for \$4,000 professional development budget for 2025.

COMPENSATION REVIEW

Current Salary: \$2,909/month

Recommended Increase: 6% merit increase effective April 1, 2025

Performance Bonus: Eligible for research milestone bonus (est. \$2,200)

Stock Options: Consider eligibility for Level 1 stock option program

Professional Development: \$4,000 allocated for training and conferences

PERFORMANCE IMPROVEMENT AREAS

Research Impact Enhancement

Objective: Increase contribution to high-impact research publications

Timeline: 12 months

Success Metrics: Lead author on 1 major publication, co-author on 2 additional papers

Leadership Skill Development

Objective: Develop project management and team leadership capabilities
Timeline: 9 months
Success Metrics: Successfully lead cross-functional project team of 4+ members

Industry Engagement

Objective: Build external professional network and reputation
Timeline: 12 months
Success Metrics: Present at 2 major conferences, establish 3 external collaborations

MANAGER COMMENTS

Emma is a reliable and competent researcher who consistently delivers quality work. Her regulatory knowledge and attention to detail have been particularly valuable in our IND preparations. To advance to the next level, she should focus on building leadership skills and increasing her research impact.

Emma's collaborative nature and willingness to support cross-functional teams make her a valued team member. With focused development in project leadership and external engagement, she has strong potential for career progression within our organization.

EMPLOYEE ACKNOWLEDGMENT

Employee Comments: I appreciate the feedback and opportunities for advancement. I am committed to developing my leadership skills and taking on greater responsibilities. The professional development support will be valuable for achieving my career goals.

Development Priorities: Focus on leadership development, independent research project management, and increasing external visibility in cardiovascular research community.

SIGNATURES

Employee: _____ **Date:** _____
Emma Williams

Manager: _____ **Date:** _____
Dr. Jennifer Walsh, R&D Director

HR Review: _____ **Date:** _____
Patricia Kim, HR Business Partner

Mid-Year Review Scheduled: July 15, 2025