** Scientific Staff Performance Evaluation (SSPE)**

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| **STAFF INFORMATION** | |
| **Name: Hongtao Ren** | **Employee Number: 1857** |
| **Program: Integrated Modeling Environment (IME)** | **Functional Title: Research Scholar** |
| **Supervisor: Marek Makowski** | **Type of Evaluation: Annual** (please specify: Annual, Probation, Special Evaluation, other) |
| **Last Evaluation Date: 01 Jan. 2010** | **Period Covered by this Evaluation: 2009/2010** |

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| **GENERAL INSTRUCTIONS FOR SUPERVISORS** |
| 1. Set a date for a performance evaluation with the scientific staff in your program and ask them to complete the self-assessment report (separate document) and the self assessment summary (in this document) seven working days before the meeting**.**  2. Base the evaluation on the staff member’s performance during the entire review period. You may consult other IIASA staff who have worked on projects closely with the staff member to get a broader view on performance**.**  3. Rate each factor in relation to the standards established. Consider each factor separately; do not let your rating of one factor influence your rating of another. Include comments to justify the ratings awarded; if you don’t think that a factor is relevant to the staff member’s evaluation, mark “not applicable.”  4. Provide an overall rating based on the rating of the individual factors. You can express your own priorities among factors when providing the overall rating. In other words, the individual factors do NOT have to be equally weighted. Include any additional comments, if necessary.  5. Discuss your feedback with the staff member at the performance evaluation meeting.  6. Give the staff member the option to add any additional comments in the staff member’s comments box within a week after this meeting. Jointly discuss the future goals for the upcoming year and training needs, if applicable.  7. Complete the final recommendation (last page) after steps1-6 are completed**.**  8. Distribute the completed performance evaluation to:   1. Original – Human Resources Department 2. Copy – Program file 3. Copy – Staff member   9. Update the job description with the staff member, if necessary. |

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| **RATING CRITERIA** | |
| **Exemplary Performance** | This employee performs at a level, which results in significant accomplishments that may not have been otherwise achieved. |
| **Exceeds Expectations** | This employee is very accomplished and performs above expectations in all work areas and consistently demonstrates proficient and solid performance. |
| **Meets Expectations** | All job requirements were met and planned objectives were accomplished within established standards. OR This employee is developing new skills and gaining new knowledge. |
| **Needs Improvement** | Performance in one or more critical areas does not meet expectations. |
| **Not applicable** | This criterion is not applicable for this employee. |

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| **STAFF MEMBER ASSESSMENT** | **(To be completed by the staff member and given to the supervisor at least seven working days before the performance evaluation meeting.)** |
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| **(1) Based on your self assessment report, please list your main accomplishments, additional responsibilities and any challenges you met during this evaluation period. Please comment specifically on scientific excellence, policy relevance, contracts and grants, capacity building, external and internal activities that you want to highlight. Use bullet points to summarize.** | |
| * Software development (scientific excellence?)   + Dedicated web-based multicriteria analysis of future energy technologies   + Web-site for multicriteria analysis of discrete alternative   + Web-services for multicriteria analysis of energy scenarios   + Prototype of web-site for robust emission trading market under uncertainties   + Toolkit: IME user web-services, Jira adapter   + Creative environment for scientific creativity   + Prototype of the Structured Modelling Technology * Contracts and grants   + New Energy Externalities Developments for Sustainability (NEEDS)   + Energy Efficiency and Risk Management in Public Buildings (EnRiMa) * Capacity building   + MCA Web-site for interactive multicriteria analysis, available at http://www.ime.iiasa.ac.at/mca/   + IIASA-India Training workshop   + YSSP (MCA workshop, consultation of using the MCA Web-site) | |
| **(2) Please list the main goals which were discussed and agreed by your supervisor for this evaluation period.** | |
| * Design and develop web-site for multicriteria analysis of discrete alternative * Design and develop data warehouse for supporting collaborative research * Develop web-enabled access to data and model analysis * Design and develop tools for creative research environment (pub-catalog, etc) * EU projects (NEEDS, EnRiMa) * Collaborative research (GGI, MCA/GEA) | |

| **SUPERVISOR RATINGS** | **Please rate each factor by ticking the corresponding box. Comment fields need to be completed for each section to justify the rating awarded.** | | | | | | | | | | |
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|  | |  | **Exemplary Performance** | | **Exceeds** | | **Meets** | | **Needs Improvement** | | **Not Applicable** |
| **Scientific Excellence** | | **Number** |  | |  | |  | |  | |  |
| Refereed journal articles | | ☐ | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Books | | ☐ | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Book chapters | | ☐ | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Other publications | | ☐ | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Citations(cumulative life-time) | | ☐ | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| **Comments:** | | | | | | | | | | | |
| **Contributions to Policy-Relevant Research** | | | | | | | | | | | |
| Participation in international assessments | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Authorships of reports to policy-making bodies | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Participation in side events and policy briefings | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Other contributions to policy support and advice | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| **Comments:** | | | | | | | | | | | |
| **Contracts and Grants** | | |  | |  | |  | |  | |  |
| Ability to attract new contracts and grants | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Performance on existing contracts and grants | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Participation in proposal submission | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Other contributions to projects, contract management and proposal preparation | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| **Comments:** | | | | | | | | | | | |
| **Capacity Building** | | |  | |  | |  | |  | |  |
| Supervision of YSSP students | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Supervision of post-doctoral researchers | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Supervision of PhD students | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Development of materials for IIASA’s educational efforts | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Contributions to the delivery of IIASA’s educational efforts | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| **Comments:** | | | | | | | | | | | |
| **External Service and Outreach** | | |  | |  | |  | |  | |  |
| Contributions to NMO relations | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Presentations (keynote, invited, and other) | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Memberships on advisory panels and in expert groups | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Journal editorships | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Other networking activities | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| **Comments:** | | | | | | | | | | | |
| **Internal Service** | | |  | |  | |  | |  | |  |
| Collaborative research efforts within IIASA | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Participation in IIASA committees | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Internal presentations | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| Participation in organizing social activities | | | ☐ | | ☐ | | ☐ | | ☐ | | ☐ |
| **Comments:** | | | | | | | | | | | |
| **Other achievements and additional skills acquired since the last evaluation (qualifications, education, computer skills, other).** | | | | | | | | | | | |
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| **Overall Rating** | | | | ☐ | | ☐ | | ☐ | | ☐ | |
| **Poor performance** If the staff member receives an overall rating of “Needs Improvement,“ the staff member and the supervisor must analyze the poor performance, establish the reasons for the shortfall and decide and agree on the action to be taken to resolve it over the following six months. The supervisor must re-evaluate the staff member after the six months. If performance has improved to a satisfactory level, then no further action is required. If performance has not improved, the HR manager, the Deputy Director, the Director, the Program Leader and a representative of STAC must further analyze the under-performance, establish the reasons for the shortfall and decide and agree on the action to be taken to resolve it over the following six months. If all this fails, disciplinary action may need to be taken. | | | | | | | | | | | |

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| **SUPERVISOR’S COMMENTS** | | **(on the staff member’s self assessment and overall evaluation)** |
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| **STAFF MEMBER’S COMMENTS (optional)** | | |
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| **FUTURE GOALS** | **(The supervisor and the staff member should jointly discuss and establish future goals for the program.)** | |
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| **FUTURE TRAINING AND STAFF DEVELOPMENT NEEDS AND OPPORTUNITIES (if applicable)** | | |
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| **TYPE OF RECOMMENDATION** | | |
| ☐ Merit Increase | ☐ Bonus Payment | |
| ☐ Reclassification | ☐ Corrective action for poor performance | |
| ☐ No action |  | |
| **SIGNATURES** | | |
| **For the Staff Member:** I certify that I have personally reviewed this evaluation. I understand that my signature does not imply agreement or disagreement with this evaluation. | | |
| **Staff Member Signature:** | | **Date:** |
| **Supervisor Signature:** | | **Date:** |
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