

## Summary

Name of staff member		Position, #fte	
Department	...	Assessment period	
		Date of R&D meeting	

Name of assessor	...		
Name of co-assessor	...		

<b>R&amp;D-form seen<sup>1</sup>/ annual agreements accepted:</b>	<b>Agreed:</b>	<b>Agreed:</b>	<b>Agreed (name):</b>
Staff member	Assessor	Co-assessor	Assessing authority (HR)
date:	date:	date:	date:

## Total score

	I	II	III	IV
	Below basic level of performance	At basic level of performance	At expected level of performance	Exceeds expected level of performance
<b>Total score</b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>*</b>

## The agenda for the yearly assessment meeting

1. Assessment
2. Annual agreements last period & results
3. Reflection on performance last period
4. New annual agreements
5. Development & Career prospects and long term employability
6. Feedback on supervisor
7. Any other points

## Optional annexes

## To be added by the staff member

- Freeform annual research report
- Any other relevant documents

<b>1. Assessment</b>	<b>To be completed by the supervisor</b>
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	I	II	III	IV
	Below basic level of performance	At basic level of performance	At expected level of performance	Exceeds expected level of performance
<b>Total score</b>	<b>See first page</b>			
Research	x	x	x	x
Project proposals	x	x	x	x
Organisation	x	x	x	x
Leadership	x	x	x	x
Teaching and student supervision	x	x	x	x

**Explanatory notes by supervisor**  
Start text

<b>2. Annual agreements for the last period: results and reflection on performance</b>	<b>To be completed by staff member (beforehand) and supervisor (afterwards)</b>
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<b>Agreements from last period</b> ...	
<b>Staff member</b> ...	
<b>Results last period per key component (you may add an attachment)</b>  ...	
<b>Reflection on performance and results: what went well, what can be improved?</b>	
<b>Staff member</b> ...	<b>Supervisor</b> ...

<b>3. New annual agreements</b>	<b>To be completed by supervisor and staff member</b>
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**Annual agreements for performance and output (per key component) and personal development**

Fill in during the evaluation meeting or immediately after this meeting. ...

**4. Career prospects and long-term employability** | To be completed by supervisor and staff member

	<b>Completed by staff member</b>
Short-term perspective	...
Long-term perspective (3-5 years)	...
Personal development	...
<b>Reflection on above by the supervisor (if any agreements are made with regard to career and/ or personal development in the context of the annual agreements, please fill these in under 3).</b> ...	

**5. Qualification** | To be completed by staff member

Qualification grade applied for	<input type="checkbox"/> CIIRC Research Assistant <input type="checkbox"/> CIIRC Postdoctoral Researcher <input type="checkbox"/> CIIRC Junior Researcher <input type="checkbox"/> CIIRC Senior Researcher <input type="checkbox"/> CIIRC Principal Researcher <input type="checkbox"/> CIIRC Distinguished Researcher
Reflection by staff member:	Comments by supervisor:

**6. Feedback on supervisor** | To be completed by staff member

What would the staff member appreciate the supervisor doing more of, or less of, or doing differently?

Do fill something in here! For example: we should have more frequent meetings, I would like to receive more in-depth feedback on papers, I would like to have more freedom in shaping my research direction, etc. ...
<b>Reflection on above by supervisor and agreements (if any are made).</b> ...

**7. Any other points (optional)** | To be completed by staff member



<b>Reflection by supervisor and agreements (if any are made).</b> ...