



Planning and Evaluation (for PhD students only)

Introduction

This set of forms relates to the planning and evaluation interviews (held at least once a year) to help the supervisor and trainee research assistant work and plan effectively. With this aim in mind, NWO-I also provides a **training taking charge of your PhD project** during the trainee research assistant's first year.

Planning and evaluation interviews in practice

A planning and evaluation interview is held between supervisor and trainee research assistant at least once a year.

There are two forms available for reporting on this annual planning and evaluation interview between supervisor and trainee research assistant (both should be used/filled in):

1. Evaluation form for the previous year:

- used by the supervisor to evaluate the performance given and research results obtained in the **previous year** and following on from this;
- to assess the trainee research assistant and agree on measures to be taken with regard to supervision and/or education and training.

2. Planning form for the coming year

- provides the basis for discussing and drawing up a research plan for the **coming year**.

Throughout the entire period of employment, supervisor and trainee research assistant will hold a planning and evaluation interview at least three times (the first time at the end of the first year, the second time at the end of the second year and the last time at the end of the third/beginning of the fourth year). For junior scientist who enter their fourth year a paragraph is added about their future career perspective. You are asked to appraise the career paths open to a junior scientists, especially to make a clear statement about his or her chances of success in either an academic career or outside of academia. NWO-I wants to make sure that her junior scientists have a clear perspective on their capabilities and opportunities for a successful career.

You will find all the required interview forms (for each year) compiled here in this loose-leaf set. This makes it easier to consult plans and evaluations from previous years, in cases where this is needed by way of preparation for the next planning and evaluation interview.

What is the reason for planning and evaluation interviews between supervisor and trainee research assistant?

The planning and evaluation of doctoral research by the trainee research assistant and supervisor should be geared towards completing the research and obtaining a PhD within the set employment period of four years. During the period that a trainee research assistant works for NWO-I, priority is given to aspects of their education and training, which are highly relevant to their future performance in their later professional career. A goal-oriented and planned approach to work is one of these aspects.

According to labour-market data on people who obtained their PhD at NWO-I, completing your doctoral studies within four years considerably increases your chances of finding a job subsequently. In addition, our PhD students both present and past tell us that good supervision and the ability to work according to a plan during their PhD research are important factors (and ones which can and need to be worked on) to give PhD students a good start on the labour market. This view is echoed by organisations that employ doctoral graduates in physics.

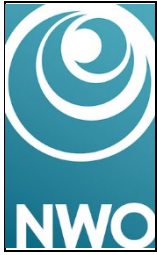
Many trainee research assistants also indicate that they want to get into the good habit of taking a goal-oriented approach to their work and to learn how to adopt a planned work style. These are skills that will also be required of

them in any job they take after their time at NWO-I. **Planning and evaluation interviews and the training taking charge of your PhD project provide both supervisor and trainee research assistant with helpful tools for achieving these aims.**

These planning and evaluation interviews for trainee research assistants do not function in isolation. They form part of a more comprehensive series of measures decided upon by the Board of Directors in September 1995. Within this framework, both the educational and training programmes are geared towards equipping trainee research assistants with the highest level of knowledge and skills during their period at NWO-I. They also reinforce the role of the team leaders in supervising the trainee research assistants, not only during their research but also when applying for jobs after their time at NWO-I.

Also PhD's themselves invest in some of these trainings by applying for leave for certain non-obligatory trainings. Furthermore, NWO-I keeps a cooperative attitude towards possibilities or wishes with regard to career oriented measures that may occur in individual cases.

You may gain more information from the personnel officers at the NWO-I Institutes and P&O NWO-I.



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P&O at the Institute
or
P&O NWO-I
PO Box 3021
3502 GA UTRECHT

For further information, employees of institutes please contact your personnel officer.
Other employees can contact:
Ms. A. Bor, a.bor@nwo.nl, +31 30 600 12 37 or
Go to [NWO-I People](#) to submit this form digitally!

Name of trainee research assistant: _____

Institute/research team: _____

Date of employment: _____

Thesis supervisor: _____

Date of birth: _____

Direct supervisor: _____

Date of interview: _____

Present at interview: _____

EVALUATION

1. What were the most important **results of last year**?

2. In which areas did the research activities depart from the **planned schedule and/or did delays occur**? Which activities proceeded more efficiently than planned?

3. What was the **cause** of the departure from schedule and/or delay and **what was the response to this**?

PERFORMANCE REVIEW

Describe as concretely as possible the areas in which the individual in question is in need of further development and/or the areas in which he/she has performed satisfactorily.

- 1. Knowledge and skills:** depth, range, overview, orientation on the problem area, problem analysis, insight, ability to distinguish main issues from side issues, orientation towards other disciplines

- 2. Planning and organisation:** setting effective goals, determining priorities and necessary action, indicating the time and resources needed to attain goals, monitoring progress, taking responsibility, investing energy in maintaining progress of activities, effective use of time available

- 3. Written and verbal presentation:** structure and style of written material, formulating a message that is clear and to the point, tailoring material to suit audience, power of persuasion, maintaining central lines of argument, self-awareness

- 4. Interpersonal skills:** leadership skills, giving direction and guidance to others, creating cooperative ventures in order to achieve a goal, convincing others of a point of view, motivating others to do something for you, taking initiative, seeking active consultation

WISHES WITH REGARD TO EDUCATION, TRAINING AND SUPERVISION

NWO-I training, English spoken: Taking charge of Your PhD project (required)
(please mark where appropriate) The art of presenting science
The PhD student is required to invest The art of scientific writing
leave for these career oriented How to get funded
trainings, up to a maximum of 10 Career planning
days/80 hours per calendar year,
with the exception of presenting and
writing skill courses, conform UR
appendix B.4

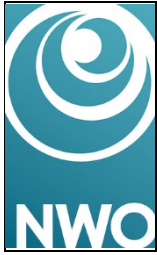
Professional training (including attendance at congresses):

**COMMENTS OF RESEARCHER WITH REGARD TO EVALUATION OF THE PREVIOUS YEAR AND/OR NATURE/
FREQUENCY OF SUPERVISION RECEIVED**

Signature of thesis supervisor:

Direct supervisor:

Seen by junior scientist:



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Name of trainee research assistant:	_____	Institute/researchteam:	_____
Date of employment:	_____	Thesis supervisor:	_____
Date of birth:	_____	Direct supervisor:	_____
Date of interview:	_____	Present at interview:	_____

AIM OF THE RESEARCH IN THE COMING YEAR

PLANNING THE RESEARCH IN THE COMING YEAR

1. What are the most important **milestones and results** in your research for the coming year?

2. What **activities** have to be carried out to this end, in what order and what is the **final date for their completion**?

<u>Completion date</u>	<u>Activity</u>
.....	1.
.....	2.
.....	3.
.....	4.
.....	5.
.....	6.

3. What **obstructive/delaying** factors are expected in the realisation of this schedule? (problems with equipment, delays in the delivery of the equipment, technical support, problems of a scientific nature, others?)

4. How will you **anticipate or respond** to such developments?

REPORT AND PROGRESS

1. **Progress interviews** planned on:

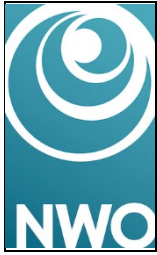
2. Nature and frequency of **reporting** by the trainee research assistant:

The following parties have reached agreement on this plan and its actions:

Thesis supervisor:

Direct supervisor:

Junior scientist:



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Date of birth: _____

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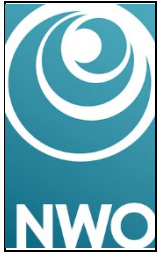
Present at interview: _____

EVALUATION

1. What were the most important **results of last year**?

2. In which areas did the research activities depart from the **planned schedule and/or did delays occur**? Which activities proceeded more efficiently than planned?

3. What was the **cause** of the departure from schedule and/or delay and **what was the response to this**?



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PERFORMANCE REVIEW

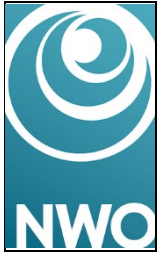
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WISHES WITH REGARD TO EDUCATION, TRAINING AND SUPERVISION

- | | | |
|---|--------------------------|--|
| NWO-I-training, English spoken
(please mark where appropriate) | <input type="checkbox"/> | Taking charge of Your PhD project (required) |
| The PhD student is required to invest
leave for these career oriented
trainings, up to a maximum of
10 days/80 hours per calendar year,
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appendix B.4 | <input type="checkbox"/> | The art of presenting science |
| | <input type="checkbox"/> | The art of scientific writing |
| | <input type="checkbox"/> | How to get funded |
| | <input type="checkbox"/> | Career planning |

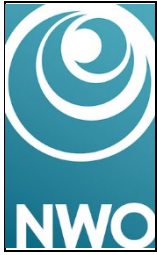
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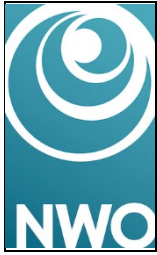
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CAREER PROSPECTS

1. What are the employee's career ambitions? In what direction would the employee like to develop his or her career after the appointment at NWO-I has ended?

2. What ideas does the manager have about the employee's future career?

3. What actions need to be taken in order to help secure a new job after the appointment at NWO-I has ended?

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NWO-I-training, English spoken
(please mark where appropriate)

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trainings, up to a maximum of 10
days/80 hours per calendar year,
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