PE&RC
PhD Performance and Development Evaluation Form

1. General information

Full name of the PhD candidate:	
Period of appointment (mm/yyyy - mm/yyyy):	
Engagement (full time – part time in fte)	
PhD Category 1. Research Assistant (Employed PhD candidate) 2. Guest PhD (Foreign PhD working at WU with a fellowship from outside NL) 3. Sandwich PhD (Foreign PhD who does research in country of origin. Is in Wageningen at beginning, end and intervals in between) 4. External PhD Staff PhD (PhD who works elsewhere and whose link with WU is the supervisor)	
Name of supervisors present during the Performance and Development Meeting	1: 2: 3:
Evaluation period (tick the appropriate):	00 – 12 months 12 – 24 months 24 – 36 months 36 – 48 months > 48 months
Date of evaluation meeting:	
Date of intended next evaluation meeting:	

Signatures:

	Put a cross	Signature
Promotor / Supervisor Name:	☐ Agree with content and wording	
PhD candidate	☐ Agree with content and wording	
	☐ Seen, but disagree with...	
	(please add explanation if signed for seen):	

2. Evaluation and planning of PhD research

a. Evaluation of research objectives and activities over the past year

Description of planned activities / objectives over the past period	% realized

When above mentioned activities / objectives were not realised according to the plan please explain below

How much delay do you expect (approximately) as a result?	months

Explain how progress be improved in the next period(s)? e.g. planning, focus, supervision, follow courses, better communication etc.

b. PhD thesis progress

Tentative title of the Thesis? (this can be filled in when applicable)

What is the status of the PhD Thesis?					
Chapter Note: # of chapters generally vary between 3 and 5 (excluding Intro and Synthesis)	Data collection	Literature review	Data analysis	Writing	Publication[1]
	% realized	% realized	% realized	% realized	
Introduction					
Chapter …					
Chapter …					
Chapter …					
Chapter …					
Chapter …					
Synthesis					

[1] : NS = Not Submitted; S = submitted; R1 = 1st Revision R2 = 2nd Revision P = Published

Please comment on the status of the PhD thesis as mentioned above

c. Planned research objectives and activities for the next period

Description of activities / objectives and result

d. Overall conclusion of supervisor on total research performance

Overall conclusion (descriptive)	Overall conclusion (qualitative)
	☐ excellent ☐ very good ☐ good ☐ sufficient ☐ moderate ☐ weak
Response of PhD candidate to overall conclusion of supervisor	

3. Evaluation and planning of PhD Training and Education

Description of PhD training and education activities for the period that is evaluated

Did the PhD candidate attend in-depth training activities (e.g. PhD courses) If yes, please specify below; if not, why?		Yes / No
Course Title	Date	Where
If not, why? • •		

Did the PhD candidate attend any skills, competence or career development training activities? If yes, please specify below; if not, why?		Yes / No
Course Title	Date	Where
If not, why? • •		

Did the PhD candidate attend any scientific meetings in the past period? If the candidate did not attend meetings please specify why			Yes / No
Name of meeting	Date (start-end)	Where	Presentation (Poster / Oral /none)
If not, why? • •			

Has the PhD candidate participated in teaching activities in the past period? If yes, what kind of teaching activities?		Yes / No
No.	Teaching Activity	Time (in hours)
1	Lecturing	
2	Supervising student(s)	
3	Assisting practical courses	
If total teaching time exceeds 10% of the hours, indicate here what agreements are made to compensate for this ---		
Comments on teaching		

Description of PhD training and education activities for the next period

No.	Description PhD training and education activity (courses, seminars, presentations, skills training, attending congresses, symposia, etc.)	Estimated time (in weeks)

Overall conclusion of supervisor on total PhD training and education performance in the previous period (descriptive)	Overall conclusion (qualitative)
	☐ excellent ☐ very good ☐ good ☐ sufficient ☐ moderate ☐ weak
Response of PhD candidate to overall conclusion of supervisor	

4. Working conditions

General

How do you like the work, the content of the work, working in the team, are there special circumstances or remarks, etc.
Remarks on pressure or stress you experience in your work
Remarks on working conditions (workplace, work climate, safety, health, pressure of work or other matters in the field of health and safety (ARBO))

Agreements made on working conditions (workplace, safety, health, pressure, other ….)

5. Career Perpectives

General

Do you already have a clear plan what you want to do after your PhD? • If yes, please elaborate and indicate what activities (courses, training) you want to do to strengthen yourself to pursue your goal • If no, please elaborate what you will be doing the coming year to orientate what you want to do.
Any additional remarks
Agreements made on career planning

6. PhD candidate's view on working with the supervisors

Type and frequency of supervision

Agreement on type and frequency of supervision			
Name	Role supervisor: promotor(s) (P), co-promotor(s) (CP) / daily supervisor(s) (DS) (*note; 1 person can take more than 1 role*)	Supervision (Hours per month according to agreement	Supervision Hours per month in reality

If the real time spent on supervision differs significantly from the agreed time, please explain why

Are you satisfied with the current frequency of the supervision? If No, please indicate how it could be improved	

Coach evaluation by PhD candidate

The coach evaluation regards your daily supervisor and first promotor. If other supervisors play an important role, please feel free to copy the coach evaluation table and fill in a third coach evaluation. The coach evaluation is intended as feedback for your supervisor. It is the intention that a number of questions form the basis of a purposive discussion and the drawing up of agreements on the way your supervisor acts as a coach. Besides the scores to the questions this report also contains space for additional information under the heading "Further remarks".

Coach evaluation regarding your promotor. Name:
1 = excellent; 2 = good; 3 = sufficient; 4 = moderate; 5 = weak

1	Are your supervisor's expectations expressed clearly, concerning the results to be achieved by you and the effort involved?	1	2	3	4	5
2	Is your supervisor clear on the competences he/she expects from you?	1	2	3	4	5
3	Does your supervisor make sure that your work is sufficiently challenging?	1	2	3	4	5
4	Does your supervisor give you enough responsibility and powers?	1	2	3	4	5
5	Does your supervisor offer the right conditions, environment and facilities for you to do your PhD?	1	2	3	4	5
6	Are you properly informed about developments within the group?	1	2	3	4	5
7	Does your supervisor stimulate mutual cooperation in the group?	1	2	3	4	5
8	How is communication with your supervisor?	1	2	3	4	5
9	Can you turn to your supervisor with ideas, questions, problems, complaints?	1	2	3	4	5
10	Does your supervisor express his/her appreciation if something has gone well?	1	2	3	4	5
11	Do you receive constructive criticism is something has not gone well?	1	2	3	4	5
12	Does your supervisor stimulate your continual development?	1	2	3	4	5

Coach evaluation regarding your co-promotor/daily supervisor. Name:
1 = excellent; 2 = good; 3 = sufficient; 4 = moderate; 5 = weak

1	Are your supervisor's expectations expressed clearly, concerning the results to be achieved by you and the effort involved?	1	2	3	4	5
2	Is your supervisor clear on the competences he/she expects from you?	1	2	3	4	5
3	Does your supervisor make sure that your work is sufficiently challenging?	1	2	3	4	5
4	Does your supervisor give you enough responsibility and powers?	1	2	3	4	5
5	Does your supervisor make sure that there are proper preconditions for your functioning?	1	2	3	4	5
6	Are you properly informed about developments within the group?	1	2	3	4	5
7	Does your supervisor stimulate mutual cooperation in the group?	1	2	3	4	5
8	How is communication with your supervisor?	1	2	3	4	5

9	Can you turn to your supervisor with ideas, questions, problems, complaints?	1	2	3	4	5
10	Does your supervisor express his/her appreciation if something has gone well?	1	2	3	4	5
11	Do you receive constructive criticism is something has not gone well?	1	2	3	4	5
12	Does your supervisor stimulate your continual development?	1	2	3	4	5

Coach evaluation regarding your co-promotor/daily supervisor. Name:						
1 = excellent; 2 = good; 3 = sufficient; 4 = moderate; 5 = weak						
1	Are your supervisor's expectations expressed clearly, concerning the results to be achieved by you and the effort involved?	1	2	3	4	5
2	Is your supervisor clear on the competences he/she expects from you?	1	2	3	4	5
3	Does your supervisor make sure that your work is sufficiently challenging?	1	2	3	4	5
4	Does your supervisor give you enough responsibility and powers?	1	2	3	4	5
5	Does your supervisor make sure that there are proper preconditions for your functioning?	1	2	3	4	5
6	Are you properly informed about developments within the group?	1	2	3	4	5
7	Does your supervisor stimulate mutual cooperation in the group?	1	2	3	4	5
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11	Do you receive constructive criticism is something has not gone well?	1	2	3	4	5
12	Does your supervisor stimulate your continual development?	1	2	3	4	5

Further remarks after the coach evaluations

Agreements on coaching by the supervisors for the next period

7. PhD Competence score form (to be filled in by the main supervisor)

The essential job competences can be scored using the following assessments:

1. very well developed
2. amply developed
3. sufficiently developed
4. slightly developed
5. not or hardly developed

		Developed to what extent				Developed to what extent
1	**Surroundings Orientation**		5	**Guiding and Supervising**	
1.1	Awareness of Surroundings		5.1	Individual Oriented Leadership	
1.2	Sociability		5.2	Team Oriented Leadership	
			5.3	Communication skills	
2	**Organisational Orientation**				
2.1	Integrity		6	**Influential Behaviour**	
2.2	Loyalty		6.1	Listening	
2.3	Commitment		6.2	Communicating	
			6.3	Presenting skills performance	
3	**Problem Solving**		6.4	Persuasiveness	
3.1	Analytical Capacity		6.5	Collaborating	
3.2	Problem Solving Capacity				
3.3	Creativity		7	**Resilience**	
3.4	Learning Capacity		7.1	Independence	
3.5	Scenario Thinking		7.2	Adaptability, flexibility	
			7.3	Stress Tolerance	
4	**Realising**				
4.1	Precision, meticulousness				
4.2	Initiative				
4.3	Planning				
4.4	Organisational skills				
4.5	Progress				
4.6	Quality Orientation				
4.7	Result Orientation				