

Self-Evaluation for Associates

2011

Confidential: YES NO

1. General information:

- **Name:**

- **Age:**

- **Nationality:**

- **Education Level (BH, M, PHD):**

- **Years of experience in other places:**

- **Years at FWC:**

- **Department:**

- **Supervisor:**

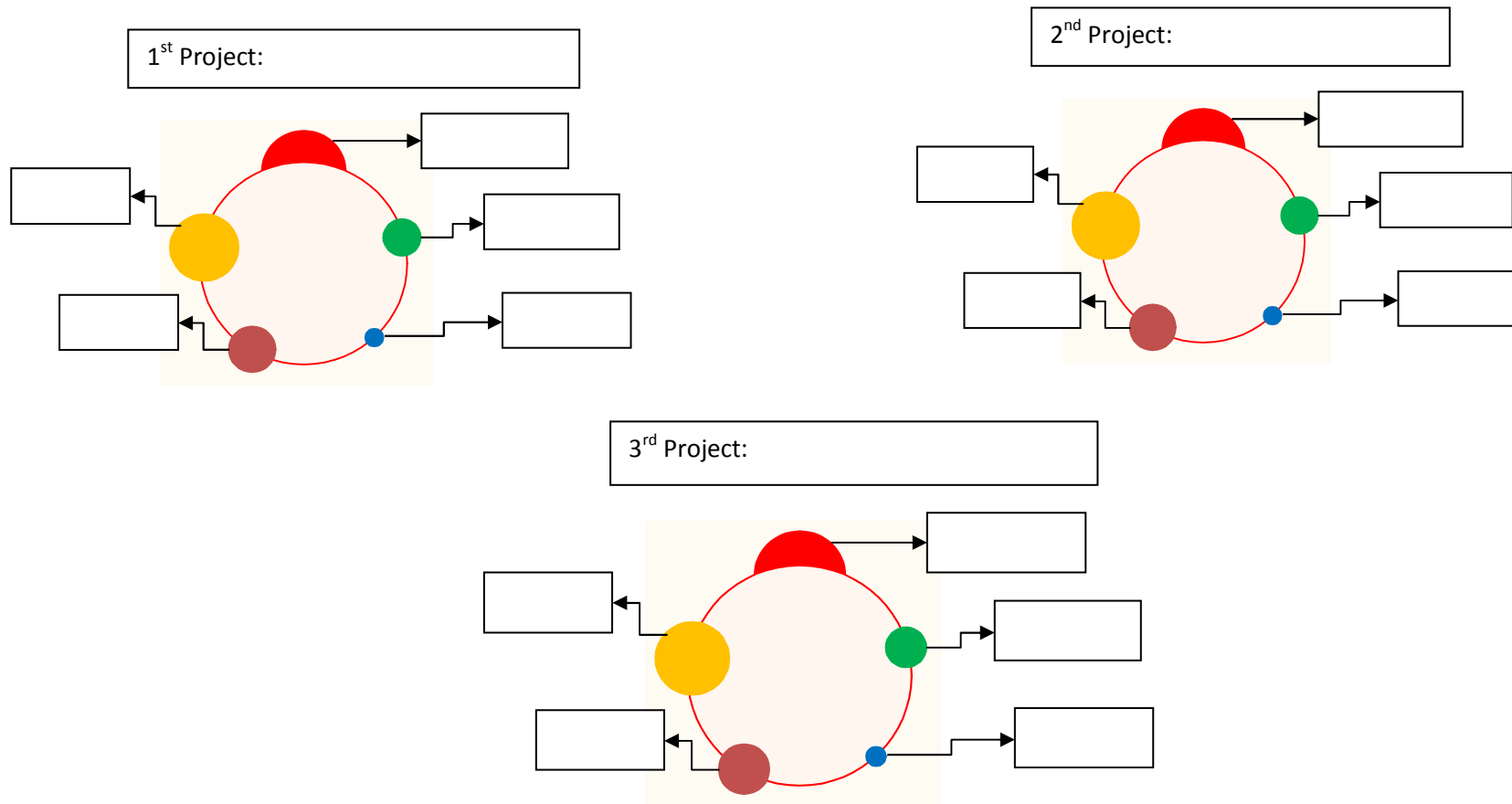
- **Estimated overtime hours/month at FWC:**

- **Annual remuneration:**

- **Number of international trips during the past year:**

- Graphical Overview of participation in projects

Use the upper text box to indicate the main three projects in which you participate. Use the boxes to indicate who the project coordinator is and classify the rest of the members of the project team using the four different levels of participation.



3. Information concerning applications

Use the table below to document all applications on which you have contributed (year 2009). Add rows as needed.

Title of application	Start/end date of project	Key Person	Application Accepted/not accepted/still waiting for answer	Budget	Grant for CNTI	Describe your contribution	% of your contribution (time spent/involvement in the application)

4. Personal Growth: Review for year 2011

Personal goals ¹	Quantifiable Measures ²	Results based on Self Evaluation ³	Results based on Mentors' Evaluation ⁴
Traveling ⁵			
Seminars, workshops, etc. ⁶			
Management skills ⁷			
Communication skills ⁸			
Public appearances ⁹			

¹ List **all** your targets towards your personal development (e.g., traveling, attending workshops/conferences, public appearances, management abilities, communication skills etc.). Add rows as required.

² List quantifiable measures that will enable you to evaluate whether you meet the targets you have set for yourself.

³ Reflect critically whether you have achieved your targets towards your personal development.

⁴ Mentor/supervisor's evaluation as to whether Associate's targets have been met.

⁵ List your wishes and goals for traveling for the year to come (or the previous year) in the Quantifiable Measures column and the results at the end of the year for which the evaluation is being performed.

⁶ List your wishes and goals for participating in seminars, SDDPs, workshops, conferences and other training opportunities for the year to come (or the previous year) in the Quantifiable Measures column and the results at the end of the year for which the evaluation is being performed.

⁷ List wished opportunities to improve your managerial skills for the year to come (or the previous year) in the Quantifiable Measures column and the results at the end of the year for which the evaluation is being performed.

⁸ List wished opportunities to improve communication skills for the year to come (or the previous year) in the Quantifiable Measures column and the results at the end of the year for which the evaluation is being performed.

⁹ List wished opportunities to increase personal visibility and promote your projects in the media for the year to come (or the previous year) in the Quantifiable Measures column and the results at the end of the year for which the evaluation is being performed

Analyzing data			
Write scientific papers			

5. Review of Projects 2011

Title of Project ¹⁰	Role and responsibilities ¹¹	%Time ¹²	Quantifiable Measures ¹³	Results based on Self Evaluation ¹⁴	Results based on Supervisors'/Mentors' Evaluation ¹⁵
Grants/Funds ¹⁶					
Administrative ¹⁷					
	Total			Self-score (1-10)	Mentor's score (1-10)

¹⁰ List all the projects in which you participate. Note that the "Administrative" is obligatory for all Associates at estimated effort 10%.

¹¹ Explain your exact role in the project, the tasks and responsibilities you have been given and your personal strategic goals and vision.

¹² Provide the percentage of your time allocated to each project.

¹³ List quantifiable output measures to be used to evaluate success and your performance.

¹⁴ Reflect critically whether you have achieved the targets set by your team concerning the project.

¹⁵ Mentor/supervisor's evaluation as to whether Associate's targets have been met.

¹⁶ All FWC Associates must raise their own funds and also raise funds for their Unit and the organization. Please provide an objective review of how successful you see yourself in this respect.

¹⁷ According to all Associates' Gentlemen's Agreements, everyone is obliged to dedicate to the general operation an estimated 10% of their time. These tasks are not pre-defined logistics-related, and they are viewed as contributions towards the common good and can be requested by senior associates, colleagues or the management.

6. Planned involvement in next year's projects (2012)

Title of Project	Role and responsibilities	%Time	Quantifiable Measures
Grant writing/Fundraising ¹⁸			

¹⁸ This is an important aspect of FWC philosophy and operation and all Associates are expected to invest at least 10% of their effort in this activity. Please provide your goals and commitments regarding this issue. Elaborate on how, which projects and which calls/opportunities you aim to address.

7. Collegiality Evaluation¹⁹

	You	Supervisor
I ensure positive and collaborative work environment	1 2 3 4 5	1 2 3 4 5
I show compassion, fairness and sensitivity to others pro-actively	1 2 3 4 5	1 2 3 4 5
I have a constant willingness to teach and learn	1 2 3 4 5	1 2 3 4 5
INSERT COMMENTS HERE →		

8. Working-style Evaluation

	You	Supervisor
Effective in fulfilling tasks	1 2 3 4 5	1 2 3 4 5
Precise in fulfilling tasks	1 2 3 4 5	1 2 3 4 5
Motivated and productive in fulfilling the tasks	1 2 3 4 5	1 2 3 4 5
Productive in fulfilling the tasks	1 2 3 4 5	1 2 3 4 5
Reliable concerning deadlines	1 2 3 4 5	1 2 3 4 5
Ability to cope with pressure	1 2 3 4 5	1 2 3 4 5
Availability through Skype outside formal working hours	1 2 3 4 5	1 2 3 4 5
Regular appearance at office (9:00-17:00 schedule)	1 2 3 4 5	1 2 3 4 5
Ethics, fairness and respect for diversity	1 2 3 4 5	1 2 3 4 5
Ambitious & continuous improvement	1 2 3 4 5	1 2 3 4 5
Leadership	1 2 3 4 5	1 2 3 4 5
Team player	1 2 3 4 5	1 2 3 4 5
Multi-tasker	1 2 3 4 5	1 2 3 4 5
International orientation	1 2 3 4 5	1 2 3 4 5
INSERT COMMENTS HERE →		

¹⁹ Evaluation: 1= very good, 2= good 3=satisfying 4=sufficient 5=deficient

Please provide here your General Evaluation of your peers

9. Collegiality

I am in a positive and collaborative work environment 1 2 3 4 5

There is compassion, fairness and sensitivity towards each other 1 2 3 4 5

There is a constant willingness to teach and help others 1 2 3 4 5

INSERT COMMENTS HERE →

10. Working environment

Effective and precise in fulfilling tasks 1 2 3 4 5

Motivated and productive in fulfilling the tasks 1 2 3 4 5

Reliable concerning deadlines 1 2 3 4 5

Ability to cope with pressure 1 2 3 4 5

Availability through Skype outside formal working hours 1 2 3 4 5

at office (9:00-5:00 schedule) 1 2 3 4 5

INSERT COMMENTS HERE →

11. Evaluate your supervisor

Sets high expectations for self and others 1 2 3 4 5

Gives understandable tasks 1 2 3 4 5

Has the overview concerning deadlines and milestones 1 2 3 4 5

Coordinates teams and projects effectively, properly 1 2 3 4 5

Designs and facilitates productive meetings 1 2 3 4 5

INSERT COMMENTS HERE →

12. Reflecting on your strengths and weaknesses

- With regard to your own work, what do you think are your **biggest strengths**?
(125 words)

- With regard to your own work, what do you think you could **improve in the next 12 months**?
(125 words)

13. Reflecting your supervisor's working style:

- With regard to the work of your supervisor, what are his/her biggest strengths?

(100 words)

- With regard to the work of your supervisor, what do you think could s/he improve?

(100 words)

- Please share an example of an occasion in which you consider that your mentor/supervisor managed to create a great sense of team building, enthusiasm, empathy or another attitude that you greatly appreciated.

(50 words)

14. Reflecting on the organization

Please respond with 3 VISION STATEMENTS to the following Triggering Question:

How do you envision that an ideal and sustainable FWC will look like in 3-5 years from today?

	Initials ²⁰	Please provide clear responses, one idea per statement

Please respond with 3 INHIBITING FACTORS to the following Triggering Question:

What are inhibitors that aggravate an ideal and sustainable FWC?

	Initials	Please provide clear responses, one idea per statement
1		
2		
3		

Date:

Thank you for completing this form.

²⁰ Please insert your 2 or 3 letter initials.