

ECOHEALTH ALLIANCE

Employee Performance Review

General Instructions

Overview

The purpose of the annual performance review process is to foster a conversation between an employee and their supervisor that is both informative and constructive for both parties. It is an opportunity to assess past performance as well as to structure a collaborative approach to future developments that is beneficial to both the employee and EcoHealth Alliance.

General Instructions:

1. The supervisor initiates the process by then sending the review form to the employee for comment.

2. The employee completes all relevant sections and returns it to the supervisor. The supervisor may not change or modify any of the comments made by the employee. The employee may attach any additional comments or documentation to the review.

3. The supervisor then schedules a private meeting with the employee to discuss each element of the performance review. Where appropriate, the supervisor may modify their own comments based on the discussion with the employee. Likewise, the employee should be given an opportunity to add or adjust their comments based on the discussion with the supervisor.

4. When the performance review is completed, both the supervisor and the employee must sign and date the original completed performance review. Electronic or facsimile signatures cannot be accepted as evidence that both parties have reviewed and accepted the final document.

4. During the course of the review process the supervisor may not discuss any salary adjustment with the employee until a salary recommendation has been reviewed and approved by the President of EcoHealth Alliance.

5. The President of EcoHealth Alliance shall notify the Chief Financial Officer by e-mail of all salary adjustments. That e-mail will be attached to the signed original performance review and filed in the employee’s folder. Salary adjustments shall not be processed for payment until all documentation has been completed and filed with the Chief Financial Officer.

ECOHEALTH ALLIANCE

90 - Day EMPLOYEE EVALUATION

460 WEST 34TH STREET

17TH FLOOR

NEW YORK, NY. 10001

The Annual Employee Evaluation is a tool for communication and discussion between the Employee and the Supervisor. It is separated into sections to target different aspects of the evaluation process as well as highlight areas of strengths and those in need of improvement. All Employee Evaluation forms are to be submitted to Harvey Kasdan, CFO when completed.

Employee Name: **Dr. Andrew G. Huff**

Employee Job Title: **Senior Research Scientist**

Evaluation Period: **10/15/2014** to **02/20/2015**

Review Date: **02/20/2015**

Supervisor’s Name: **Dr. Peter Daszak**

**Section I: Job Performance**

**This section is to be completed first by supervisor and then reviewed with the employee during the evaluation meeting.**

In addition to items listed below, this section should capture employee’s punctuality, adaptability, process improvement, and initiative. Supervisor should select from the dropdown menu in the right-most column and then add comments, examples, and details in the text-fields at the bottom of this section as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Functional Area | | Description | Supervisor Rating |
| a) Knowledge | | Understand job functions, requirements, tools, and processes including budgets and expenses. | Excellent |
| b) Quality &  Execution | | The ability to ‘get things done. Follow-through on tasks/projects to completion in a timely manner. | Excellent |
| c) Initiative | | Ability to identify work to be performed and work without being directed by others. | Excellent |
| d) Organization & Adaptability | | Organization and approach to tasks. Meeting deadlines consistently: including grants, credit card reports, and time sheets. Ability to adapt to changes. | Good |
| e) Communication | | Interact clearly and effectively to diverse audiences | Excellent |
| f) Problem Solving | | Ability to act in a professional manner to overcome obstacles and propose solutions - rather than excuses; negotiate for new opportunities as well as plan and run effective meetings with equitable outcomes | Excellent |
| g) Interactions | | Represent EcoHealth Alliance in a professional manner at all times; collaborate well with coworkers and donors, officials, and other individuals of all levels. | Good |
| h) Leadership | | Have a vision and to effectively communicate it to others resulting in motivating and successful outcomes. | Excellent |
| Employee | | | |
| Comments | Delighted with your work over the last few months. You settled in extremely quickly and have a great grasp of what our goals are and how your team can fit in. You took a risk in joining EHA at the end of a contract and dealt with this professionally and impressively, so that we’re now on track to renew. | | |
| Supervisor | | | |
| Strengths | * Initiative and ability to work with minimal direction * Management skills – very pleased with the way you dealt with staff disgruntlement early on. You took over a team that had been managed separately to the rest of the organization, and have been able to turn that around well * Understanding of the direction of the project and team * Understanding of the business model we’re working under | | |
| To improve | * Getting the vision of the tech team laid out for the rest of EHA staff to digest, have input on, become involved in. * Making sure there’s an outlet for you and your team’s scientific collaborative goals | | |
| Other Comments |  | | |
| Supervisor’s Recommendations | | | |
| * We need to make sure we both define collaborations between your staff and the rest of EHA so that we integrate the tech team better * Need to maintain weekly meetings, and plan out what your team are doing that I can help designate other staff to collaborate on * Need to do a couple of ‘science meetings’ on tech team work * Need to identify other research projects that you can be involved in * I will work on making sure you are better integrated with EHA strategy and directions | | | |

**Section II Review of Job Description and CV**

Where appropriate, the employee may attach an updated job description. Be sure to use track changes to clearly indicate all updates and changes to your job description, so these may be discussed and approved by your Supervisor.

Attach CV: X Yes No Only if indicated by Supervisor, including all published papers and/or other text, Presentations, Grants, Proposals, and Other Activities completed since your last review.

Proposals:

* Agency: USFW, Africa - Funding Opportunity Number: F15AS00007
* Agency: USAID, Funding Opportunity Number: SOL-OAA-15-000025
* Agency: DTRA, Funding Opportunity Number: J3CTB- Africa
* Agency: DTRA, Funding Opportunity Number: CBA-03
* Company: Draper Labs – SOW submitted

**Section III Goals and Activities: This section is to be completed by employee, sent to supervisor for comments, and then reviewed during the evaluation meeting.**

Current Goals: List goals since last review with outcomes and include relevant dates

* Not Applicable

Supervisor Comments:

Additional activities and Achievements List activities and achievements since the last review. Please include relevant dates.

* Not Applicable

Supervisor comments:

Goals List all goals for the next 12-months (FY 15) with projected outcomes and include relevant dates.

* Increase the budget of the tech team by, 1 million dollars per year, within 2 years
* Submit 3 manuscripts for peer reviewed publication by the end of 2014
* Spend the all of the allocated funding awarded via contracts, grants, and other awards
* Better integrate the tech team across the other projects and departments at EHA
* Fund and hire 1-3 graduate students (MA, MS, or PhD) to conduct research and development that aligns with EHA’s R & D portfolio and multiyear growth strategy
* Train subordinate staff members to be effective and inspirational leaders
* Diversify and broaden the tech team’s research portfolio to reduce financial risk
* Collaborate with outside government agencies to develop new sources of funding
* Form new relationships with academic institutions to create highly competitive joint proposals
* Present R & D at 3 conferences
* Work with the development department to increase EHA’s web and tech presence
* Continue to serve on the EHA technology working group/technology

Supervisor comments:

Excellent, if ambitious, goals! That said, you’re online to achieve all of this and I really look forward to giving you the tools and space to accomplish them. Welcome to EHA – we’re delighted to have you working here!

**Section IV FOR SCIENCE STAFF**

Publications Below, list all planned publications for the next 12 months (FY15) indicating expected date of submission/publication/&etc. If your publications are in preparation, press, review, or production, they should be listed in your CV not here

Proposed publications not listed on CV:

* Mantle
* Eidr
* Grits
* Complete biosurveillance literature review
* Digital disease surveillance literature review

Supervisor Comments:

Great – and I’m sure there will be others also.

Grants and Proposals List all funding applications for FY 15. Include all known or estimated details such as total amount, source, your role on the application (Principal-Investigator, co-Investigator, Senior/Key personnel, person will do most of the drafting, administrative support, etc.), funding opportunity details, proposed title, and main collaborators. Please indicate status: considering proposal, in draft, submitted, resubmission, decision pending, and other relevant information.

* PI, *submitted*, **$260,000**, Agency: USFW, Africa - Funding Opportunity Number: F15AS00007
* PI, submitted, *in draft*, **Award TBD**, Agency: USAID, Funding Opportunity Number: SOL-OAA-15-000025
* Key Personnel, *in draft*, **Award TBD**, Agency: DTRA, Funding Opportunity Number: J3CTB- Africa
* PI, *submitted*, **$2,800,000 per year – 2 years**, Agency: DTRA, Funding Opportunity Number: CBA-
* PI, *submitted*, **$82,000,** Company: Draper Labs – SOW submitted
* Agency: USFW, *awarded*, **$25,000,** Title: Ranavirus Database
* Key Personnel, *awarded*, **award amount unknown,** PREDICT 2, Agency: USAID, Funding Opportunity Number: UC DAVIS Sub-award
* Key Personnel, *awarded*, **award amount unknown,** South Africa, RVF, Agency: DTRA

Supervisor Comments:

Fantastic progress already. I wouldn’t list the two highlighted contracts because you weren’t part of the proposal. Or, you can just state that.

**Section V Signatures and Annual Review Summary**

|  |  |
| --- | --- |
| The Supervisor should complete this section the employee’s evaluation. | |
| Overall Appraisal (Excellent, Good, Fair, Poor) | Excellent |
| Job Description Updated (Circle one) | No |
| Identified Goals for Next Year (Circle one) | Yes |
| Is any additional follow-up required (Provide details below) | No |
| Current Grade |  |
| Current Salary |  |
| By signing below, the Supervisor and Employee acknowledge that have discussed ALL ASPECTS of this performance review. Signature does not indicate agreement with its contents or conclusion. | |
|  |  |
| Print Name: Employee’s Signature | Date |
|  |  |
| Print Name: Supervisor’s Signature | Date |

Please provide the details of any plan of corrective action.

N/A