

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: **Sept 14** to **06/29/15**

Review Date: **05/28/2015**

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 | Good |
| 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. | Excellent |
| h) Leadership | | Have a vision and to effectively communicate it to others resulting in motivating and successful outcomes. | Excellent |
| Employee | | | |
| Comments |  | | |
| Supervisor | | | |
| Strengths | * I’ve been impressed and delighted with the way you developed a relationship with the funders rapidly, understood their motives, and successfully re-bid the GRITS proposal. * Professionalism, attitude to work is outstanding * Timeliness of delivering on goals is excellent * Management of staff is excellent * Ability to rapidly move on new opportunities (e.g. contractor’s request to buy software product | | |
| Points for discussion | * I was concerned that you might be piling a very high workload on yourself, but having gone through the grant proposals with you, it looks like you’re managing it well. Continue to think carefully about who on your staff you can delegate to, and make sure you don’t under-deliver on the DTRA contract because you’re busy with other projects. * You need to make sure everyone on staff outside your team understands what you’re doing and what the strategic vision is for your team. Make sure other scientists know that you’re open to working with them on other projects, and what the implications are (i.e. staff time, cost etc.). Make sure it’s all down in email so that the agreement is open and up-front. | | |
| Other Comments |  | | |
| Supervisor’s Recommendations | | | |
| This has been an excellent year, with fantastic results. Keep doing what you’re doing. | | | |

**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: USAID, Wildlife Crime Tech Challenge 1
* Agency: USAID, Wildlife Crime Tech Challenge 2
* Agency, USAID, Wildlife Crime Tech Challenge 3
* 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
* Agency: DTRA,
* Company: Draper Labs – SOW submitted & declined SOW

**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

1. Increase the budget of the Tech Team by, 1 million dollars per year, within 2 years
2. Submit 3 manuscripts for peer reviewed publication by the end of 2014
3. Spend the all of the allocated funding awarded via contracts, grants, and other awards
4. Better integrate the tech team across the other projects and departments at EHA
5. 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
6. Train subordinate staff members to be effective and inspirational leaders
7. Diversify and broaden the tech team’s research portfolio to reduce financial risk
8. Collaborate with outside government agencies to develop new sources of funding
9. Form new relationships with academic institutions to create highly competitive joint proposals
10. Present R & D at 3 conferences
11. Work with the development department to increase EHA’s web and tech presence
12. Continue to serve on the EHA technology working group/technology

Supervisor Comments:

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

1. Increased the budget of the Tech Team by, 1 million dollars per year, within 2 years
2. Submitted 3 and published 2 manuscripts for peer review publication
3. Currently spending all of the allocated funding awarded via contracts, grants, and other awards
4. Increased collaboration with the Tech Team across the other projects and departments within EHA
5. Writing grants to hire 1 graduate students (PhD) to conduct research and development that aligns with EHA’s R & D portfolio and multiyear growth strategy
6. Trained subordinate staff members to be effective and inspirational leaders through weekly and monthly 1 on 1 professional development meetings where performance is reviewed and discussed
7. Diversified and broaden the tech team’s research portfolio to reduce financial risk by tackling tech work for EHA’s other projects
8. Collaborated with USDA, DTRA, CDC, and USAID to develop new sources of funding
9. Formed new relationships with University of Minnesota and Texas A&M to create highly competitive joint proposals
10. Presented tech R&D at 5 conferences
11. Worked with the development department to increase EHA’s web and tech presence by implementing Google Adwords, and having Jonathan Goley serve as a resident tech expert for EHA’s web products
12. Provided technical guidance across EHAs programs
13. Began work on PREDICT2 as a co-country coordinator for Jordan
14. Filled all vacancies within the Tech Team before the GRITS2 project kick off meeting

Supervisor comments: You’ve delivered on all of your goals, and these were already pretty ambitious. Extremely good year!

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

1. Publish at least 3 manuscripts by the end of FY 15
2. Publish Mantle open source content online by the end of FY 15
3. Publish EIDR open source content online by the end of FY 15
4. Publish GRITS open source content online by the end of FY 15
5. Form collaborative relationships with ISDS, ISID, and ProMED to increase the tech presence of EHA globally
6. Attempt to establish a relationship with the Skoll Foundation
7. Develop a plan to manage all of EHA’s internal technology to reduce costs to the organization while increasing efficiency
8. Develop of a stream of funding between the US Forest Service and EHA related to forest wildlife interface issues
9. Obtain technical services in-kind from corporate sponsors (Clango Inc.)
10. Work to obtain additional sources of funding to grow the tech team and EHA
11. Create physical, information, and cyber security risk evaluations and subsequent risk mitigation plans and present to senior management and the board of directors by the end of FY15
12. Work with the development team to create the technical and logistical support for “EHA membership” and the donation of funds and services to EHA and present the plan to senior management and the board of directors by the end of FY15
13. Work with senior management to learn more about the functioning and business functions of EHA to improve future growth of the organization and determine how technology can be used to improve EHA’s overall business practices
14. Evaluate EHA’s current technology needs and conduct cost benefit analysis of EHA technology (all aspects) to improve EHA’s ability to attain its mission and goals into the foreseeable future
15. Work with the CEO, CFO, and VPs, to develop a plan to establish a CTO/CIO/CSO (exact title to be determined in combination with senior management) position within EHA to be recruited in FY2016 while clearly laying out the roles and responsibilities for this position.

Supervisor comments: I agree with most of your proposals here. #15 seems unnecessary given our size, but we’ll get there one day soon. #7, 11, 12 and 13 are all extremely useful, and can be neatly solved by inviting you to become a member of the Senior Staff, which I will do after talking with the Board. This is the forum to discuss organizational changes and ideas in a way that we can debate and move forward with. Joining the senior staff meeting each week will give you a better understanding of where we’ve come from and our direction as an organization so you can help work through some of the institutional oddities that lead to seemingly inefficient practices. It will also help you develop these ideas in ways that bring people along rather than create any possibility of confrontation, bearing in mind that there will be a variety of opinions for many of these.

We’ll start with a review of our strategic plan, incl. how we’ve achieved against them, so we’re all on the same page.

**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 – expected August 2015
* Eidr - expected June 2015
* Grits - expected August 2015
* Surveillance of Surveillance - expected September 2015
* Redefining Disease Emergence to Enhance Comparability – October 2015
* Pandemics: Who are the Winners? October- 2015
* Software “code publish” – Mantle
* Software “code publish” – EIDR
* Software “code publish” – GRITS1

Supervisor Comments: V. happy with progress, and I hope we’ll be able to expand the list by collaborating across to PREDICT papers.

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, *drafting,* NSF
* Co-PI, *submitted,* **award amount unknown,** STEP**,** Leidos joint DTRA proposal
* PI, *submitted,* **$500,000,** Agency: USAID & USFWS, Wildlife Crime Tech Challenge (Idea 1)
* PI, *submitted,* **$500,000,** Agency: USAID & USFWS, Wildlife Crime Tech Challenge (Idea 2)
* PI, *submitted,* **$500,000,** Agency: USAID & USFWS, Wildlife Crime Tech Challenge (Idea 3)
* PI, *decision pending*, **$260,000**, Agency: USFW, Africa - Funding Opportunity Number: F15AS00007
* PI, *decision pending*, **Award TBD**, Agency: USAID, Funding Opportunity Number: SOL-OAA-15-000025
* Key Personnel, *decision pending*, **Award TBD**, Agency: DTRA, Funding Opportunity Number: J3CTB- Africa
* PI, *awarded*, **$2,800,000 per year – 2 years**, Agency: DTRA, Funding Opportunity Number: CBA-
* PI, *rejected*, **$82,000,** Company: Draper Labs – SOW submitted & rejected
* PI, *awarded*, Agency: USDA, US Forest Service, *awarded*, **$7,500,** Title: Mantle
* Key Personnel, *awarded*, **award amount unknown,** PREDICT 2, Agency: USAID, Funding Opportunity Number: UC DAVIS Sub-award
* Key Personnel, *awarded*, $**37,000,** South Africa, RVF, Agency: DTRA
* Key Personnel, *awarded*, $**12,000,** South Africa, RVF, Agency: DTRA

Supervisor Comments: Excellent progress!

**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) | To be updated in alignment with promotion to Senior Staff, and after discussion with Board |
| 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.