**CONFIDENTIAL**

**GRADUATE SCHOOL OF GEOSCIENCES**

**FACULTY OF GEOSCIENCES, UTRECHT UNIVERSITY**

**Progress Review: Reflection and Report**

**PhD candidates not employed by Utrecht University**

This form is to be used by PhD candidates who are not employed by Utrecht University:

* Scholarship PhD candidate: your PhD track is financed by a scholarship from, for example, a foreign government or an international organization;
* Externally funded PhD candidate: you have your PhD track financed with time or money other than scholarships, for example, by your employer (not being UU);
* External PhD candidate: you do not have any external funding and work towards your degree in your own time and with your own funds.

PhD candidates who are employees of Utrecht University do not use this form but use the [A&D form](https://intranet.uu.nl/en/assessment-and-development-interview-0) instead.

**Objective of the Progress Review**

While the annual Progress Review may not be the only opportunity for reflection, it does offer an important window to review each PhD candidate’s development and achievements over the previous period and, where relevant, the contribution to the team. It also offers an opportunity to look ahead to the coming year. The Progress Review form serves as a preparation for and a report of the interview. It helps you to reflect on your own actions as a PhD candidate (i.e. what you are already doing) and to think about the steps you want to take in the year to come. It offers a basis for a dialogue about these topics with your manager.

**Development**

What are your ambitions as a PhD candidate? Which competences would you like to develop further? The [Development Guide](https://intranet.uu.nl/developmentguide) contains UU’s entire range of development programmes: training programmes, courses, competence and professional value tests, etc. This can be helpful when preparing for and following up on the interview.

**About this form**

The GSG website describes how to use the form ([Beginning to end](https://www.uu.nl/en/education/graduate-school-of-geosciences/phds/current-phd-candidates/beginning-to-end), under “Progress review”). Please note that after the progress review, the manager uploads the completed and confirmed review report to the digital personnel file of the PhD candidate if the PhD candidate is registered as a guest with HR GEO (via <https://intranet.uu.nl/en/knowledgebase/after-the-ad-interview>). Otherwise, the PhD candidate and manager keep a digital copy themselves.

**General information PhD candidate**

|  |  |
| --- | --- |
| PhD candidate’s name |  |
| Department |  |
| Manager (often a supervisor) |  |
| Supervisor 1 |  |
| Supervisor 2 |  |
| Co-supervisor(s) |  |
| Year | [1st, 2nd, …] |
| “Go or No Go” interview | [Y/N] |
| Other people present at the interview |  |
| Date of last progress review |  |
| Date of present progress review |  |
| Assessment period | … to …. |

**(continue on the next page)**

**A PhD candidate’s input**

**AGREEMENTS, TASKS AND ACHIEVEMENTS**

1. **What is your opinion of your performance in the past period?**

Consider the following:

* Any concluded agreements, including performance agreements; the results you have achieved; and (if applicable) your contribution to the objectives of the team
* The impact of your work: what does your work contribute to, and what is the higher goal? What makes it genuinely successful?
* Your qualities and skills
* Your tasks and roles within the team (if applicable)
* Your training and supervision agreement
* Any feedback gathered from co-workers/stakeholders

|  |  |
| --- | --- |
| Thesis progress | … |
| PhD candidate training (e.g., courses) | … |
| *Item “The other TRIPLE components”: merged with question 5 for PhD candidates not employed by UU.* | |

1. **What is your opinion of your working environment?**

Consider such factors as the cooperation with your supervisor(s) and possible co-workers at the UU, and the atmosphere and inclusiveness in the team (if applicable).

|  |
| --- |
| … |

1. **What performance agreements would you like to conclude for the year ahead?**

How will this affect the agreements made in the training and supervision agreement and the previous progress reviews? *For agreements on your professional development, turn to question 6.*

|  |
| --- |
| … |

1. **Item “Ancillary activities” is not relevant for PhD candidates who are not employed by the UU.**

**DEVELOPMENT**

1. **What steps did you take in terms of professional development in the past period?**

Consider such activities as training, coaching, peer review, social impact and outreach, personal leadership; participation or active contribution to conferences and seminars, etc.

|  |
| --- |
| … |

1. **How would you like to develop yourself further and how could you achieve this?**

Consider your development in both the year to come and in the long term, e.g. in your future career. Refer to the [Development Guide](http://uu.nl/developmentguide) if you need help.

|  |
| --- |
| … |

**ATTACHMENTS**

If desired, you can attach appendices to the form.

**B Manager’s report**

**AGREEMENTS, TASKS AND ACHIEVEMENTS**

1. **What is your opinion of the PhD candidate’s performance in the past period?**

Consider the following:

* Any concluded agreements, including performance agreements; the results the PhD candidate has achieved; and (if applicable) their contribution to the objectives of the team
* The impact of their work: what does the PhD candidate’s work contribute to, and what is the higher goal? What makes it genuinely successful?
* The qualities and skills demonstrated by the PhD candidate
* The PhD candidate’s tasks and roles within the team (if applicable)
* The training and supervision agreement
* Any feedback gathered from co-workers/stakeholders

|  |  |
| --- | --- |
| Thesis progress | … |
| PhD candidate training (e.g., courses) | … |
| *Item “The other TRIPLE components”: merged with question 3 for PhD candidates not employed by UU.* | |

1. **Which agreements, including performance agreements, did you conclude with the PhD candidate for the year ahead?**

Conclude specific agreements that are as SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) as possible. *For agreements on professional development, turn to question 4.*

|  |  |
| --- | --- |
| Thesis progress | … |
| PhD candidate training (e.g., courses) | … |
| *Item “The other TRIPLE components”: merged with question 4.* | |

**DEVELOPMENT**

1. **What is your opinion of the PhD candidate’s professional development in the past period?**

Consider such activities as training, coaching, peer review, social impact and outreach, personal leadership; participation or active contribution to conferences and seminars, etc.

|  |
| --- |
| … |

1. **What agreements on further professional development did you conclude with the PhD candidate?**

Consider their development in both the year to come and in the long term, e.g. in their future career.

|  |
| --- |
| … |

**Final assessment**

What is your final assessment of the PhD candidate in respect of the assessment period?

|  |  |
| --- | --- |
| **GOOD:** | The PhD candidate is awarded this assessment if they fulfill the position completely and according to the set requirements. This assessment does not necessarily exclude any aspects of work to be learned or further developed. |

Other than ‘Good’, the following assessments may be awarded:

|  |  |
| --- | --- |
| **EXCELLENT:** | The PhD candidate structurally carries out more tasks and performs better in the position as a whole than what is required based on the scope of the set of tasks. |
| **SATISFACTORY:** | The PhD candidate performs satisfactorily but a number of points of improvement have been indicated. |
| **UNSATISFACTORY:** | The PhD candidate does not perform satisfactorily. The PhD candidate is explicitly told in what aspects and to what extent they are not meeting the requirements of the specific position and a further explanation is given. |

Final assessment

|  |
| --- |
| … |

Please motivate your final assessment

|  |
| --- |
| … |

Is a mid-term assessment required of the agreements made [Yes/No]?

If so, when will this take place?

|  |
| --- |
| … |

**Signatures**

The PhD candidate will sign twice: once to indicate their approval of the agreements and once to indicate that the final assessment has been read.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PhD candidate** |  |  | **Manager** |
|  | Date |  | Date |
| Signature indicating approval of the agreements | Signature |
| Signature indicating that the final assessment has been read |  |

Once this Progress Review form has been fully completed, aligned, and signed by both the PhD candidate and the manager, the manager uploads the review report to the digital personnel file if the PhD candidate is registered as a guest with HR GEO (via <https://intranet.uu.nl/en/knowledgebase/after-the-ad-interview>). Otherwise, the PhD candidate and manager keep a digital copy themselves.