

NETC

NEW ENGLAND TRANSPORTATION CONSORTIUM



GENERAL INFORMATION:

Principal Investigator Name:		Project Number:	
University:		Project Name:	
Project Start Date:		Project End Date:	

RATING DEFINITIONS:

5 – Distinguished	Sustained exceptional performance. Achievements are clearly the best among peers or have significance to project outcomes.
4 – Commendable	Consistently exceeds established standards. Performance is significantly better than average. Commendable performance.
3 – Satisfactory	Performance satisfies the requirements of the job. Performance meets standards set for the position on a consistent basis.
2 – Marginal	Performance does not meet an acceptable level in all areas, but employee is steadily improving.
1 - Unsatisfactory	Performance completely fails standards established for the job. Significant performance improvement needed. Performance at this level could lead to corrective action.

Instructions: This section is to be filled out by the NETC Coordinator. Enter the score that most adequately describes the Principal Investigator's ability to demonstrate the performance competencies listed. Include your written comments that justify your rating.

Administrative Responsibilities	Rating					Written Comments
	See above for rating definitions. Enter the numerical rating in the appropriate column.					
	(5)	(4)	(3)	(2)	(1)	
Quarterly Reports: Submitted on time and completed to the satisfaction of the NETC Coordinator and Technical Committee. Be sure to note how many QRs were submitted late or incomplete.						
Mid-Project Deliverables: Some Projects require various deliverables throughout the project. Were they submitted on time and completed to the satisfaction of the NETC Coordinator and Technical Committee?						
Final Project Report: Submitted on time and completed to the satisfaction of the NETC Coordinator and Technical Committee. Be sure to note if no-cost extensions were requested for the project.						
Invoicing: Submitted on time and completed to the satisfaction of the NETC Coordinator and Technical Committee.						
Management: Principal Investigator (PI) understands and manages the research project, accomplishing the goals and tasks outlined in the scope of work by managing personnel and budget..						

Instructions: This section is to be filled out by the Technical Committee Lead. Enter the score that most adequately describes the employee's ability to demonstrate the performance competencies listed. Include your written comments that justify your rating.

Technical Performance	Rating					Written Comments
	See above for rating definitions. Enter the numerical rating in the appropriate column.					
	(5)	(4)	(3)	(2)	(1)	
Cooperation: Ability and willingness to work with Technical Committee. Develops cooperation while working toward solutions and goals.						
Communication: Ability to communicate effectively orally & in writing. Uses appropriate channels, assumes responsibility for communicating to Technical Committee. Hosts Technical Committee meetings at regular intervals.						
Dependability/Commitment to Work: Conscientious, responsible, reliable with respect to work completion. Commits fully to the job. Strong work ethic.						
Technical Knowledge of Subject Matter: Has a clear understanding of facts or factors pertinent to the research.						
Productivity: Demonstrated accomplishment, volume of work. Submits deliverables timely. Operates with a clear sense of priorities.						
Quality of Work: Thoroughness, accuracy and neatness of work. Committed to continuous improvement efforts. Takes appropriate action to reduce errors.						
Planning and Organizing: Sets realistic goals with good sense of priorities.						
Problem Solving/Decision Making Capabilities: Shows capability to analyze and solve problems that arise which may not have been included in the Scope of Work and Proposal.						
Implementation: Demonstrates ability to work with the individual states to create a state specific implementation plan, and provides support through the process.						
Technology Transfer: Delivers quality Technology Transfer tools such as fact sheets, poster designs, videos, guidebooks, etc.						

GENERAL QUESTIONS:

1) What do you consider his/her strong points or things he/she does well?

2) What are some areas he/she could improve on? What steps are being taken to strengthen this (or these) areas for opportunity?

3) Other comments?

NETC Coordinator:

Print Name _____ Signature: _____ Date: _____

Technical Committee Lead:

Print Name _____ Signature: _____ Date: _____