

Supplemental PMP Guidance for Molecular Foundry Staff

This document is intended to help Molecular Foundry Staff complete their self-assessment form in preparation for the PMP process. In particular, this guidance is intended to encourage and help staff include and highlight their work supporting users on the general Berkeley Lab PMP form. Since the form does not call out these mission-critical contributions to users, what follows are suggestions on which part of the PMP form to include this information (some staff use a different form but the guidance is the same). This guidance is not directed at post-docs who do not typically focus on user support.

Section 2. Performance Summary

Include a section on user service, which could include things like:

- user research collaboration and productivity
- optimizing workflows
- designing, building and repairing equipment, or working with vendors to set up equipment
- user support
- user training and onboarding (could also be mentioned in section 3)
- outreach and recruitment (should also be mentioned in section 6)

Section 3. Safety

Mention safety efforts aimed at user work such as:

- onboarding
- safety training
- developing lab procedures
- developing and documenting WPC activities

Section 6. Laboratory, Professional and Community Service

Include efforts directed toward spreading information about the user program to the outside community, and toward the recruitment of new users.

Section 7. Diversity & Inclusion

Mention efforts toward the recruitment of diverse users and service to under-represented groups. Also include actions that promote a more collaborative and inclusive working environment.

Section 8. Supervisory/Host Responsibility

- 8a.** List users in the “Affiliates (guests)” section that you’ve hosted or supervised.
- 8b.** Mention efforts to support users that you helped (but not supervised). Estimate the number of users in this category, if possible.

Section 9. Publications, Reports

Separate your publications into the following subcategories:

- Work you led (where you are the corresponding, co-corresponding, or first author),
- Work you contributed to (where you are a middle author),
- Work you facilitated (where you are not an author, but the Molecular Foundry is acknowledged and you provided support).

If you would like to add some description summarizing the impact of your publications please enter that narrative into the Performance Summary (section 2).

Section 15. Employee Goals

Include ideas on managing and enhancing your user portfolio.