



**Performance Planning and Review (PPR)**

**SECTION I: Basic Information**

Name of employee	Susanne Lantos	Appointment group & level	IS-3
Branch/Institute	CISTI	Position Classification	IS-3
Name of Supervisor	Jennifer Stewart	Name of Reviewing Officer	Carolyn Brown

*Note: Completion of this document is to be accompanied by review of the content of Section 3.2 of the Human Resources Manual as well as of the appropriate competency profile for the employee.*

**SECTION II: Performance Review**

**Review Period:** 1 April 2003 – 31 March 2004

**Achievement of Work Objectives**

Sue successfully met all eight of the objectives outlined in Section 111 (Work-related objectives and Plans). Individual comments pertaining to these objectives are cited in Section 111.

**Overall Performance Rating:** Fully Satisfactory.

(See Annex 3.2-B of the Human Resources Manual for choice of performance rating and related definitions)

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### SECTION III: Work-Related Objectives and Plans

For Period: 1 April 2003 – 31 March 2004

#### Key Work-Related Objectives and Plans

Objective	Competency	Level	Measure	Met?
1. To prepare and adhere to the production schedule for the <i>Canadian Journal of Chemistry</i> while maintaining smooth workflow.	Results orien.	2	Approval of schedule by ME; deadlines met for both Web and print versions; smooth workflow; average time to publication is less than 60 days.	yes
	Teamwork	1		
	Client focus	2		
<i>Comments:</i> Assisted in preparation of production schedule and met deadlines where feasible. Responsible for steadily improving the timeliness of the journal (from 5.3 wks late to as much as 4 wks early!). Average time to publication much better than target (i.e., 36.15 days).				
2. To edit at least 100 printed pages per month	Results orien.	2	Records on RP tracking systems	yes
<i>Comments:</i> Sue edited 100 pages per month.				
3. To ensure that the quality of the <i>Canadian Journal of Chemistry</i> falls within the publishing standards of the scientific community and RP	Client focus	2	Lack of errata attributable to RP; compliments and complaints from clients; maintenance of effective copy-editing and proofreading skills.	yes
<i>Comments:</i> Attached to this PPR is a file of compliments from authors and co-workers that Sue has collected over the past year. Sue worked hard to maintain effective copyediting and proofreading skills. She attended the CopyEditing 1 course given by the EAC and applicable in-house seminars. She was an enthusiastic member of the Chemistry Style Committee (she conducted research into staggering vs. stacking ions; solidus vs. centre dot; radicals (wp symbol and style); position of experimental section within CJC manuscripts). She helped write the Reference section in the blackbook for CJC and CJP numbered references. The absence or presence of errata is not being considered for this review period.				
4. To interact effectively with the ME, colleagues, contractors, and members of external client community	Teamwork Commun.	1	Effective participation in group meetings; sharing of pertinent information; prompt reporting of problems to ME; compliments and complaints relating to communication	yes
		2		
<i>Comments :</i> Sue participated effectively in all areas. She researched various style topics for the RP Style Committee. She researched the use of the Angstrom within the confines of SI and convinced the RP style committee to maintain the use of the Angstrom based on international research. Sue researched and ordered safety equipment (masks and gloves) to assist with staff allergies to blueprints. Sue prepared a presentation of the Publication Officer's workflow for the Editorial Assistant's workshop.				
5. To promptly and accurately record information on workflow and use of time in the formats required by RP.	Teamwork Org. awareness	1	Accurate and timely recording for SIGMA time (biweekly) and information on other RP tracking systems (as required).	yes
		1		
<i>Comments:</i> Sue recorded information promptly and accurately.				
6. To work in a cost-effective manner.	Results orien. Org. awareness	2	Lack of charges incurred for pages corrected at blues or for remakes; remaining within planned use of contract editors; use of time-saving and value-adding features of	yes
		1		

			software/macros for purposes of pre-editing, editing, and RP-record keeping.	
<i>Comments:</i> Sue worked in a cost-effective manner. Sue uses and helps troubleshoot software macros. Charges incurred for pages corrected at blues or for remakes are not being considered for this review period.				
7. To provide backup to other journals as required, particularly if primary journal does not provide numbers of pages as described above.	Teamwork	1	SIGMA data and Excel white card records.	N/A
	Initiative	1		
<i>Comments:</i> Not applicable during this review period.				
8. To assist the ME by performing specific duties.	Self-devel.	2	Cooperatively and promptly assists as required (e.g., training, checking invoices); acts for ME when called upon.	yes
	Teamwork	1		
	Concept.& anal. ability	2		
<i>Comments:</i> Sue acted for me for one week during the summer. She willingly checked invoices and attended to extra tasks as requested. She assists with training new contract copy-editors and is currently assisting in the training of her replacement. Sue attended the IUPAC conference, where she assisted with the Press's exhibit booth.				

#### **SECTION IV: Career Aspirations** *(to be completed by the employee)*

Following this year (on leave), to make a smooth transition back to the high standards of editing CJC. In addition, to upgrade skills to the requirement of COPS (if applicable at that time); upgrade TeX skills.

To take language training; to eventually obtain an IS-4 position.

To continue to improve safety standards at RP, including taking CPR training upon return.

To continue to provide expert scientific advice to RP staff in the area of chemistry in general, in the form both of 1-on-1 advice and by providing research and documentation.

#### **SECTION V: Recommendations pertaining to Language Training** *(to include language profile to be achieved and related training plan)* **and/or Personal/Professional Development**

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**SECTION VI: Certifications**

**a) By the employee** *(Comments (optional))*

S. Lantier  
Employee Signature\*

26 Mar 2004  
Date

\* My signature indicates that I have been offered the opportunity by my supervisor to discuss and comment on the content of this PPR.

**b) By the supervisor** *(Comments (optional))*

G. Stewart  
Supervisor's Signature

26/03/04  
Date

**c) By the reviewing officer** *(Comments (optional))*

G. Brown  
Reviewing Officer's Signature

Apr. 20, 2004  
Date