



Performance Planning and Review (PPR)

SECTION I: Basic Information

Name of employee	Susanne Lantos	Appointment group & level	IS3
Branch/Institute	CISTI – Publishing	Position Classification	IS3
Name of Supervisor	Rebecca Simpson	Name of Reviewing Officer	Cameron Macdonald

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: 2006/2007

Achievement of Work Objectives

Overall Performance Rating: _____

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

SECTION III: Work-Related Objectives and Plans

For Period: 2006/2007

Key Work-Related Objectives and Plans

General

- Complete assigned project tasks on schedule
- Maintain regular communications with colleagues about project progress
- Submit end of week status email to manager summarizing weeks tasks and existing priorities
- Early week priority setting meeting or email from manager
 - *Measure: Tasks completed on schedule*
 - *Measure: Participate in lunchtime updates, assisting in presentations to staff, participation in weekly meetings.*

eXtyles rules

- Responsible for maintaining English eXtyles rules and testing all rules, and documenting decisions and actions. Vet rules with Style Committee when appropriate
- Responsible for writing French editing rules with consultation from the French editors in the Journal's group

Training and end-user support

- Maintain training materials and deliver training to RP staff in editing software (including Math software)
- Support RP Editorial staff during journal rollout
- Assist in journal production as necessary to aid EAs and POs to meet their deadlines in new system (this could include editing, premarking, proofing, etc.)
- Increased support role for web publishing system

Software development

- Assist in the maintenance of editing software in response to change/feature requests and issues logged by staff
- Learn and help document procedure for modifying XMetaL CSS and toolbar
- With assistance from manager, setup an application issue tracking and reporting system, including a user submission form, first level support testing, and a tracking spreadsheet.
- Increase technical support role using the above system
- Liaise with Style Committee to clarify any layout issues for ToC, IFC, and masthead to support 3B2 template development. Proof 3B2 output during development

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

To successfully complete term with COPS team and successfully accomplish goals as outlined on first page.

To update my French language capabilities.

To become a manager at Research Press.

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

CPR re-training

French training (evenings at Ecole Creusot or local college)

eXtypes User Group Conference (if budget available)

One of the following courses:

Presentation training (Developing dynamic presentation skills (learningtree): May 25-26, 2006; <http://www.learningtree.com/courses/345.htm>)

Teacher training (Instructional techniques for new instructors (langevin): April 25-27 or Nov 21-23 2006. This one is immediately followed by a course called "25 creative ways to add excitement to your training" which may also be quite interesting if possible to take. <http://www.langevin.com/wShop.asp?C=ITNI> and <http://www.langevin.com/wShop.asp?C=25CW>.)

Certification for scientific editors

Other possible courses:

How to influence people and invents (langevin). Aug 9-11, 2006.
<http://www.langevin.com/wShop.asp?C=HIP>

Negotiation skills (learningtree): Jun 21-23, 2006.
<http://www.learningtree.com/courses/341.htm>

SECTION VI: Certifications

a) By the employee (Comments (optional))



Employee Signature *

25 April 2006
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))

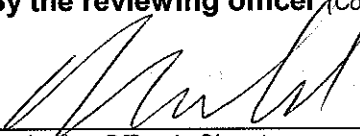
SUPERSEDES	26 February 2003	EFFECTIVE	12 January 2004	OF	
REPLACE	26 février 2003	EN VIGUEUR LE	12 janvier 2004	PAGE	3 DE 2



Supervisor's Signature

Apr. 25/06
Date

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



Reviewing Officer's Signature

Apr 24/2006
Date



Performance Planning and Review (PPR)

SECTION I: Basic Information

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SECTION II: Performance Review

Review Period: _____ 2005/2006 _____

Achievement of Work Objectives

Sue is always on top of her schedule and tasks. She takes the initiative to discuss priorities with her supervisor when she feels her workload exceeds her capacity.

Sue has learned the fundamentals of XML. She has also become proficient in eXtyles and XMetaL as an end-user.

Sue has taken on the lead role in training new staff in eXtyles and XMetaL (includes all-day, hands-on lecture training and one-on-one instruction). Sue has been proactive in giving feedback to the trainer of the Word course, which is a prerequisite for the eXtyles course, to improve the overall training program. She has taken responsibility to maintain the documentation and create the binders for new staff. She also takes the major end-user support role for eXtyles and XMetaL, which involves regular communication, troubleshooting, and ongoing training.

Sue has taken on responsibility for managing the administration of eXtyles macros for style changes and for journal abbreviations. Sue completed writing and testing the English rules by analysing the WordPerfect and Ventura macros. She is also working with an expert focus group to complete the French editing rules. Sue maintains these "dictionaries", tracks changes with a spreadsheet to record decisions and actions, and submits the file for integration into new builds when necessary. Sue also deploys the updated files on users computers in between build updates.

Sue attends the XML lunchtime sessions, participates in the weekly meetings, and attends TMT meetings.

Sue participated in the Workflow Design Team and continues to support staff in the new XML workflow.

Sue has worked with journal staff to establish requirements for numbered reference handling by eXtyles. She has tested the current state of the software and has identified gaps where we will need to improve this handling. She has communicated with her manager and the vendor to create solutions.

Sue coordinated a focus group for XMetaL user interface functionality testing. She has also created icons for the XMetaL toolbar. Sue has not yet been involved in the administration of XMetaL in this past year due to other priorities, but this is area that we can develop in the coming year.

Sue has also continued to support the CJC team in copy-editing, as well as contributing to the Blackbook by converting isotopic drawings into ChemDraw.

Overall Performance Rating: _____ Fully Satisfactory _____

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

SUPERSEDES	26 February 2003	EFFECTIVE	12 January 2004	OF
REPLACE	26 février 2003	EN VIGUEUR LE	12 janvier 2004	PAGE 1 DE 2

SECTION III: Work-Related Objectives and PlansFor Period: 2005/2006**Key Work-Related Objectives and Plans**

- Support implementation of the COPS project (see project plan)
- Complete assigned project tasks on schedule
- Maintain regular communications with colleagues about project progress
 - *Measure: Tasks completed on schedule*
 - *Measure: Participate in lunchtime updates, assisting in presentations to staff, participation in weekly meetings.*
- Learn XML, eXtyles, eXtyles administration, XMetaL software
- Responsible for writing remaining English eXtyles rules and testing all rules, with support from the COPS team and Inera
- Responsible for writing French editing rules with consultation from the French editors in the Journal's group
- Involved in the final customization of XMetaL user interface functionality, including coordinating a staff focus group
- Participate in finalizing and monitoring the XML system workflow
- Assist in the development of training materials and deliver training to RP staff in editing software (including Math software)
- Support RP Editorial staff during journal rollout
- Assist in journal production as necessary to aid EAs and POs to meet their deadlines in new system (this could include editing, premarking, proofing, etc.)
- Assist in the maintenance of editing software in response to change/feature requests and issues logged by staff
- Contribute to necessary software changes to incorporate future journals (e.g., numbered references)
 - *Measure: Tasks completed as assigned*

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

To successfully complete term with COPS team and successfully accomplish goals as outlined on first page.

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To become a manager at Research Press.

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

CPR re-training

French training

eXtyles User Group Conference (if budget available)

Presentation training

Teacher training

Certification for scientific editors

SECTION VI: Certifications

a) By the employee (Comments (optional))

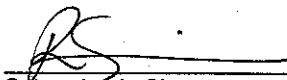


Employee Signature *

27 March 2006
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))



Supervisor's Signature

Mar 27/06
Date

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



Reviewing Officer's Signature

Mar 28 06
Date



THE UNIVERSITY OF CHICAGO

Department of Chemistry
5708 South Woodlawn Avenue
Chicago, Illinois 60637

Dear Sirs:

I am pleased to inform you that your application for admission to the Ph.D. program in Chemistry has been accepted. You will be admitted to the program in the fall semester of 1968. Your advisor will be Professor [Name].

You will receive a letter from the Registrar regarding the registration process. Please contact the Registrar's Office if you have any questions.

Sincerely,
[Name]

[Name]

cc: [Name]

[Name]

[Name]