



# NRC - CNRC

## Performance Planning and Review (PPR)

### SECTION I: Basic Information

<i>Name of employee</i>	Susanne Lantos
<i>Appointment group &amp; level</i>	IS3
<i>Date of Appointment</i>	June 26, 2002
<i>Position Title</i>	Publication Officer
<i>Position Number</i>	15403
<i>Position Classification</i>	IS-03
<i>Branch/Institute</i>	NRC Research Press
<i>Directorate/Section/Group</i>	CISTI
<i>Name of Supervisor</i>	Evelyn Kidd
<i>Name of Reviewing Officer</i>	Carolyn Brown
<i>Supplementary Information</i>	

*This document is to be completed in the official language of choice of the employee. Le présent formulaire doit être rempli dans la langue officielle que choisit l'employé-e.*

Completion of this document is to be accompanied by review of the content of Section 3.2 of the Human Resources Manual.

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## SECTION IV: Performance Review

**Review Period:** December 6, 2002 to March 31, 2003

### a) Review of progress toward work objectives

1. To assist the Managing Editor in preparing the 2002/03 production schedules for the *Canadian Journal of Chemistry*. These schedules will reflect the NRC Research Press goal of all issues published in the first week of the cover month.  
Measure: effective participation in schedule preparation

Ms. Lantos has completed this work objective

2. To adhere to the production schedule for the *Canadian Journal of Chemistry*  
Measure: deadlines met for both print and Web versions

With one Publication Officer instead of two assigned to Can. J. Chem., Special issues with many papers, and insufficient papers for regular issues, it has been impossible to meet the deadlines set out in the Production Schedule. Ms. Lantos has done as well as possible under the circumstances

3. To maintain smooth flow of work for the *Canadian Journal of Chemistry*, ensuring that manuscripts move through each phase of the publications cycle (i.e., copyediting, proofing, sending to authors, author alterations, etc.) each week. This smooth flow is based on the assumption that work in the production group is timely and accurate.  
Measure: smooth flow, as recorded by RP tracking systems

Again, Special issues and lack of papers for regular issues has made smooth flow very difficult. Ms. Lantos has made every effort to avoid "bunching".

4. To follow the milestones set out in Appendix A for the initial training period.  
Measure: meets milestones

After 9 months as a Publication Officer, Ms. Lantos requires very little supervision in her copy editing duties. Because she has been the sole Publication Officer on Can. J. Chem. for the period under review, contract editors have been editing manuscripts, and she has been responsible for all proofreading, all interaction with authors re proofs, and all paperwork for the Journal during the period under review. Therefore, it has not been possible for her to edit 350 manuscript pages per month. However, in my opinion she will be capable of meeting this objective as soon as the Journal is fully staffed with trained Publication Officers. Because she has not yet been involved with the full yearly publication cycle of the journal, there may still be some things that are new to her, but she is well able to identify these areas and ask for assistance when she requires it.

5. To provide backup to other journals as required, particularly if primary journals do not provide enough work to fill time.  
Measure: SIGMA data and white cards will provide information

Not required during the period under review.

6. To ensure that the quality of the *Canadian Journal of Chemistry* falls within the publishing standards of the scientific community and NRC Research Press.

Measures: errata attributable to NRC Research Press; compliments and complaints from clients; maintenance of copyediting and proofing skills

The two Errata attributable to NRC Research Press published during the period under review were from earlier issues of the Journal and were not caused by Ms. Lantos. The Editor of the Journal has commented favourably on Ms. Lantos' work during the period under review. Ms. Lantos copyediting and proofing skills and proofreading skills have improved since December.

7. To share information pertinent to the work group with the Managing Editor and other Publication Officers.

Measures: effective participation in group meetings; prompt reporting of problems to Managing Editor

Ms. Lantos has effectively participated in group meetings. She uses e-mail and face-to-face meetings to promptly report problems to the Managing Editor.

8. To communicate effectively with colleagues, contractors, and external community.

Measures: compliments and complaints

This has been done effectively.

13. To promptly and accurately record information on workflow and use of time in the formats required by NRC Research Press.

Measure: white cards and SIGMA time recording done on time and accurately

White card information and SIGMA time have been recorded on time and accurately.

14. To assist in training of other Publication Officers, Contract editors, and Editorial Publication Assistants.

Measure: assists when required

Ms. Lantos has recently been helping in the training of a new contract editor.

15. To work in a cost-effective manner

Measure: no extra publication costs incurred (e.g., for blues pages, remakes, signature reprints) attributable to the Publication Officer

No untoward publication costs that could be attributed to Ms. Lantos have been incurred in the period under review.

16. To effectively use NRC Research Press software, pertaining to the duties of the position.

Measure: Required courses/in-house training completed and effectively used.

Ms. Lantos has taken all in-house training offered during the period under review. She continues to look for ways to use RP software effectively.

## **b) Review of progress toward personal development objectives**

Since December, because of understaffing, Ms. Lantos has been almost fully occupied with Journal production. With experience, her understanding of Research Press and its place within CISTI and NRC has increased.

**c) Global performance rating and performance trend**

**Global Performance Rating:**

- Fully Satisfactory
- Needs Improvement
- Unsatisfactory

**Global Performance Trend:**

- Improving
- Steady
- Declining

**c) Comments (optional):**

During the period under review Ms. Lantos has had to publish a journal under unfavourable circumstances that include understaffing, erratic paper flow, and dealing with holdovers from previous problems in the publication of Can. J. Chem. She has handled these things well, managing to maintain her professionalism and doing her day-to-day tasks cheerfully and well. It has been a pleasure to work with her.

**SECTION V: Certifications**

**a) By the employee**

<u>S. Santos</u> Employee Signature	<u>14 March 2003</u> 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)*

<u>Ernest M. Lee</u> Supervisor's Signature	<u>Mar 14/03</u> Date
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**c) By the reviewing officer**

*Comments (optional)*

<u>[Signature]</u> Reviewing Officer's Signature	<u>Mar 17, 2003</u> Date
Refer to the reviewing officer's checklist, available through your local PPR Trainer or Human Resources Officer, to ensure that the PPR form has been completed in accordance with NRC's policy.	