



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

Sue has become more comfortable with the technical material, which has clearly increased her confidence in training and technical support. This is appreciated by RP staff.

Sue continues to take the lead in training new staff in eXtyles and XMetaL (includes all-day, hands-on lecture training and one-on-one instruction). She has also started training contract editors. Sue developed a method for training remotely, and has successfully trained several contractors from across the country. Sue continues to maintain the training documentation for eXtyles and XMetaL.

She also takes the major end-user support role for eXtyles and XMetaL, which involves regular communication, trouble-shooting, and ongoing training.

Sue continues to manage eXtyles macros, which can involve coordinating user requests and Style Committee decisions. Sue helped establish a spreadsheet to help manage this process.

Sue developed an application support tracking spreadsheet and user submission form to help deal with software crashing problems we were experiencing with eXtyles. Fortunately, there hasn't been much need for this system recently.

Sue has participated in developing new requirements for 3B2 and eXtyles development (e.g., numbered references). She manages the issue log for eXtyles and is also responsible for build testing.

Sue takes the initiative to discuss priorities with her supervisor when she feels her workload exceeds her capacity.

Sue represented NRC at the eXtyles User Group meeting in Boston and took a French course at Algonquin College to further her career aspirations. Sue also attended the "How Adults Learn" course offered by Langevin to further her skills as a trainer.

Sue's patience in explaining techniques and procedures to RP staff is appreciated.:

"I would just like to let you know how helpful Sue has been. Not only does she explain things to me and my staff very patiently, she goes above and beyond at times to help out with tasks that are not a part of her job description! I really appreciate everything she does for me and my group!"

This support has facilitated staff transition into the new XML system

Sue has been a valuable addition to the COPS team!

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: 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

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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)

eXtyles 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 events (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

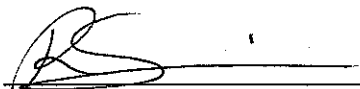
a) By the employee (Comments (optional))


Employee Signature *

28 March 2007
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. 2
Date

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


Reviewing Officer's Signature

Mar 28 2007
Date