



Performance Planning and Review (PPR)

SECTION I: Basic Information

<i>Name of employee</i>	Susanne Lantos	<i>Appointment group & level</i>	IS3
<i>Branch/Institute</i>	Research Press	<i>Position Classification</i>	IS3
<i>Name of Supervisor</i>	Carol McKinley	<i>Name of Reviewing Officer</i>	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: _____

Achievement of 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: 1 April 2003 – 31 March 2004

Key Work-Related Objectives and Plans

1. To cooperate in the preparation of the production schedule for the *Canadian Journal of Chemistry*, thus maintaining smooth work flow. **Results orientation (level 2); teamwork (level 1); client focus (level 2)**
Measure: completion of schedule; deadlines met for both Web and print versions; smooth workflow; average time to publication is less than 60 days for regular issue papers.
2. To personally edit approximately 100 printed pages per month. **Results orientation (level 2)**
Measure: records on NRC Research Press tracking systems.
3. To ensure that the quality of the *Canadian Journal of Chemistry* falls within the publishing standards of the scientific community and NRC Research Press. **Client focus (level 2)**
Measures: lack of errata attributable to NRC Research Press; compliments and lack of complaints from clients; maintenance of effective copy-editing and proofreading skills.
4. To interact effectively with the Managing Editor, colleagues, contractors, and members of external client community. **Teamwork (level 1); communication (level 2)**
Measures: effective participation in group meetings; sharing of pertinent information; prompt reporting of problems to ME; compliments and lack of complaints relating to communication.
5. To promptly and accurately record information on workflow and use of time in the formats required by NRC Research Press. **Teamwork (level 1); organizational awareness (level 1)**
Measure: accurate and timely recording for SIGMA time (biweekly) and information on other RP tracking systems (as required).
6. To work in a cost-effective manner. **Results orientation (level 2); organizational awareness (level 1)**
Measure: 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 software/macros for purposes of pre-editing, editing, and RP-record keeping.
7. To provide backup to other journals as required, particularly if primary journal does not provide numbers of pages as described above. **Teamwork (level 1); initiative (level 1)**
Measure: SIGMA data and Excel white card records.
8. To assist the ME by performing specific duties. **Self-development (level 2); teamwork (level 1); conceptual and analytical ability (level 2)**
Measure: cooperatively and promptly assists as required (e.g., training, checking invoices); acts for ME when called upon.

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

To continue editing Can. J. Chem. to its high standards and eventually to work on other journals.
To acquire new software skills (for example LaTeX or TeX).
To acquire the skills necessary to eventually obtain a management position (IS-4).

SECTION V: Training/Personal Developmental Recommendations *(to be discussed between supervisor and employee before finalization and should include a discussion on recommendations pertaining to technical training, as well as those pertaining to developmental assignments and to training related to development of behavioural competencies)*

To further develop her copyediting and production skills, Sue will complete any required training for COPS, will attend in-house workshops (units workshop; math workshop) when available, and will attend EAC courses if applicable.

As a relatively new employee Sue can benefit from increasing her organizational awareness both by attending CISTI and DG seminars on a regular basis and by participating in workplace-sponsored events.

In terms of personal development, Sue is interested in participating in First Aid training and in safety programs within the workplace. Sue has also expressed an interest in attending the IUPAC conference to be held in Ottawa on August 10-15, 2003. As a conference participant, Sue could benefit from a professional standpoint, as she would be exposed to the latest developments in the science. Sue could also assist with the booth, giving her an opportunity to mingle with our authors and Editors and to get some experience in marketing our product and organization

Sue will also participate in a new project to look at style and consistency issues within the Canadian Journal of Chemistry. This project will hopefully culminate in developing a journal-specific style guide for the Blackbook.

SECTION VI: Certifications

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

S. Santos
Employee Signature *

5 May 2003
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))*

P. McKelvey
Supervisor's Signature

8 May 2003
Date

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

G. Brown
Reviewing Officer's Signature

May 8, 2003
Date