



NRC - CNRC

Performance Planning and Review (PPR)

SECTION I: Basic Information

<i>Name of employee</i>	Susanne Lantos
<i>Appointment group & level</i>	IS2 underfill
<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>	Aldyth Holmes 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.

SECTION II: Work Related Objectives and Plans

Period: June ??, 2002 - March 31, 2003

a) Work Objectives

General responsibilities of the position

Under the supervision of a Managing Editor, to prepare manuscripts for publication in NRC Research Press scientific and engineering journals, performing the various editorial functions in journal production (i.e., pre-editing, copy-editing, proofreading, making author alterations, checking blues, press proofs, and Web version.), to service the NRC Research Press client community, including authors, editors, subscribers, and colleagues. To assist the Managing Editor with scheduling of journal issues and monitoring the production flow.

Key work objectives and plans (including performance measurement criteria and expected performance levels)

1. To assist the Managing Editor in preparing the 2002/03 production schedules for the *Canadian Journal of Chemistry*. This 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
2. To adhere to the production schedule for the *Canadian Journal of Chemistry*
Measure: deadlines met for both print and Web versions
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
4. To follow the milestones set out in Appendix A for the initial training period.
Measure: meets milestones
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
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
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
8. To communicate effectively with colleagues, contractors, and external community.
Measures: compliments and complaints

9. 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
10. To assist in training of other Publication Officers, Contract editors, and Editorial Publication Assistants.
Measure: assists when required
11. 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
12. To effectively use NRC Research Press software, pertaining to the duties of the position.
Measure: Required courses/in-house training completed and effectively used.

b) Work Related Personal Development Objectives

Competency requirements associated with the position

Results orientation: *seeks to improve personal performance*

Client focus: *builds positive client relations*

Teamwork: *participates as a team member*

Communication: *fosters two-way communication*

Initiative: *accepts challenges*

Conceptual and analytical ability: *applies broad analysis to reach conclusions*

Self-knowing and self-development: *seeks to improve and maintain personal effectiveness*

Organizational/environmental awareness: *understands formal structure*

Networking: *accesses known sources of information*

Partnering: *operates effectively within partnerships*

Assigned personal development objectives (including related performance expectations) and associated training and development recommendations

Here are a couple of examples.

Self-knowing and self-development

To undertake on-going development and improvement based on anticipated future needs of the work unit, CISTI, and NRC. See attached learning plan.

Organizational/environmental awareness

Understands formal structure. See attached learning plan.

SECTION III: Career Development

a) Employee's Input

Career aspirations

Career aspirations: Receive IS3 in timely fashion; learn to edit Can J Chem to high standards; learn to edit other journals to high standards. Once proficiency is achieved, streamlining of editing process if possible.

Further in the future: Follow-up on our contributors and readers concerns regarding the future of journals; possibly involvement in educational material for contributors.

Career related training which is of interest:

Career related training which is of interest

8-step editing course (Nov 15);

"Wish List":

Scientific and Technical Writing Skills
Problem Solving and Decision Making
First Aid/CPR

Career related work experience which is of interest

b) Supervisor's Comments

Appendix

IS2/IS3 Benchmarks

An individual will be recommended for promotion to an IS3 position once the duties of that position can be performed successfully with minimum supervision.

The following benchmarks have been set out to determine when an individual should be promoted from an IS2 to an IS3 position:

The individual must be able to

- Premark and edit papers to meet the standards of scientific publishing (the number of papers per week will ultimately be determined by the needs and difficulty of the journal for which the person is working)
- Size and edit figures
- Assess layout of the galleys and advise production staff of changes required
- Check and perform author alterations
- Check the web version of the journal
- Check the blues
- Check the unbounds
- Check the bounds
- Prioritize their workload appropriately to ensure a smooth flow of work and recognize the relative importance of each production task

For the workplan the following time frames are suggested:

Except in exceptional circumstances, there should not be a promotion for a minimum of six months.

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|------------------------------------|--|
| 0-3 months | -training in the production process of the journal and start training to edit |
| at 3 months | -fully trained in production process of journal |
| | -editing an increasing number of journal pages, agreed to by Managing Editor |
| | -still requires supervision, work is checked |
| at 6 months (may require 9 months) | |
| | -editing a full number of journal pages (e.g., equivalent of 350 manuscript pages/month) |
| | -requires some assistance to meet editing standards |
| at 9 months | |
| | -editing a full amount of journal pages (e.g., equivalent of 350 manuscript pages/month), quality has improved |
| | -requires little supervision |

SECTION V: Certifications

a) By the employee

<u>S. Santos</u> Employee Signature	<u>Oct 18/02</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>Evelyn M. Reed</u> Supervisor's Signature	<u>Oct 18/02</u> Date
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c) By the reviewing officer

Comments (optional)

<u>[Signature]</u> Reviewing Officer's Signature	<u>Nov. 5, 2002</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.	