

SAMPLE Grade 12 Astrophysicist

EMPLOYEE PERFORMANCE PLAN AND APPRAISAL

PERFORMANCE PLAN

EMPLOYEE	Element <u> 1 </u> of <u> </u> .	APPRAISAL PERIOD _____ to _____.
Smithsonian Strategic Plan or Program Goal: Strengthen Research	Annual Unit Goal: Focused First-class scientific research	

ELEMENT: Research

PERFORMANCE STANDARD OR EXPECTATIONS AT THE SUCCESSFUL LEVEL:

Meets XX of the following:

1. Formulates and carries out scientific research with programs and proposals meeting programmatic deadlines.
2. Develops new or modifies exiting computer programs to meet the needs of research programs.
3. Participates in design and development of astronomical instruments, telescopes and/or equipment, meeting programmatic deadlines.
4. Carries out scientific calculations and test algorithms to the satisfaction of the supervisor.
5. Successfully acquires scientific data through observations and/or laboratory experiments.
6. Reduces or analyzes data/observations to make them suitable for quantitative interpretation.

PERFORMANCE STANDARD OR EXPECTATIONS AT THE OUTSTANDING LEVEL:

Meets XX of the above and meets or exceeds XX of the following:

1. Conceives original scientific research in the area of XXX.
2. Participate in or leads a successful proposal effort.
3. Relates research in XX to studies in other major scientific areas.
4. Develops or modifies computer programs/software that is implemented by a broader scientific community.

<input type="checkbox"/> OUTSTANDING (3 points)	<input type="checkbox"/> HIGHLY SUCCESSFUL (2 points)	<input type="checkbox"/> SUCCESSFUL (1 point)	<input type="checkbox"/> UNACCEPTABLE (0 points)
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NARRATIVE SUMMARY OF Actual Performance (mandatory for unacceptable, outstanding, and highly successful)

CANCELLATION: Chapter 430, SD 212, August 3, 1987
INQUIRIES: Office of Human Resources (OHR)
RETENTION: Indefinite. Subject to review for currency 24 months from date of issue

SAMPLE Grade 12 Astrophysicist

EMPLOYEE PERFORMANCE PLAN AND APPRAISAL			
PERFORMANCE PLAN			
EMPLOYEE	Element <u> 2 </u> of <u> </u> .	APPRAISAL PERIOD _____ to _____.	
Smithsonian Strategic Plan or Program Goal: Strengthen Research	Annual Unit Goal: Conducts research in areas related to XXX		
<u>PERFORMANCE STANDARD OR EXPECTATIONS AT THE SUCCESSFUL LEVEL:</u>			
Meets XX of the following:			
1. Formulate and conduct scientific research utilizing astronomical data from XXX or other telescopes operated by SAO.			
2. Assist in the formulation, planning, designing, development, construction of new instrumentation for XXX, including but not limited to XXXX and XXXX.			
3. Develop efficient techniques for data reduction and analysis.			
4. Conceive and develop mission-related software resulting in less labor intensive efforts and more accurate results.			
<u>PERFORMANCE STANDARD OR EXPECTATIONS AT THE OUTSTANDING LEVEL:</u>			
Meets XX of the above and meets or exceeds XX of the following:			
1. Conceives and conducts independent research in the area of XXXXXXXX.			
2. Participate in or leads a successful proposal effort to support independent research.			
3. Relates research in XX to studies in other major scientific areas.			
4. Develops or modifies computer programs/software that is implemented by a broader scientific community.			
<input type="checkbox"/> OUTSTANDING (3 points)	<input type="checkbox"/> HIGHLY SUCCESSFUL (2 points)	<input type="checkbox"/> SUCCESSFUL (1 point)	<input type="checkbox"/> UNACCEPTABLE (0 points)
<u>NARRATIVE SUMMARY OF Actual Performance (mandatory for unacceptable, outstanding, and highly successful)</u>			

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EMPLOYEE PERFORMANCE PLAN AND APPRAISAL

PERFORMANCE PLAN

EMPLOYEE	Element <u>3</u> of ____.	APPRAISAL PERIOD _____ to _____.
Smithsonian Strategic Plan or Program Goal: Strengthen Research	Annual Unit Goal: Disseminate results of research	

PERFORMANCE STANDARD OR EXPECTATIONS AT THE SUCCESSFUL LEVEL:

Meets XXX of the following:

1. Disseminate project/research developments to colleagues in meetings, seminars and colloquium.
2. Participate in the preparation of reports on activities by the XXXX and on related activities by the national and international community.
3. Updates, maintains and extends the XXX compliation, and make improvements available to to the scientific community.
4. Disseminate project/research results through scholarly publications, techical reports, etc.
5. Make scientific results/data readily accessible via the web to the scientific community within and outside the SAO.

PERFORMANCE STANDARD OR EXPECTATIONS AT THE OUTSTANDING LEVEL:

Meets XXX of the above and meets or exceeds XX of the following:

1. Serve on a committee of the CfA, funding agency or local organization within the scientific community.
2. Deliver invited lecture or plenary address at a conference.
3. Perform public outreach activities.
4. XX or more peer-reviewed papers published or in press

<input type="checkbox"/> OUTSTANDING (3 points)	<input type="checkbox"/> HIGHLY SUCCESSFUL (2 points)	<input type="checkbox"/> SUCCESSFUL (1 point)	<input type="checkbox"/> UNACCEPTABLE (0 points)
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