

SAMPLE Grade 14 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 XXX of the following:

1. Conceive, formulate, conduct and lead scientific research in the field of XXX, meeting proposal and programmatic deadlines.
2. Manage financial aspects of research programs and responds to opportunities to propose for research funding as opportunities arise.
3. Lead the development and/or testing of scientific or operational algorithms to meet the needs of research programs.
4. Conceive, formulate and lead in the design and development of astronomical/astrophysical instruments and equipment meeting programmatic deadlines.
5. Conceive, plan and conduct observations and develop techniques for data reduction and analysis.
6. Lead the development and/or test scientific or operational algorithms to meet the needs of research programs.
6. Relate research in XXX to studies in other major scientific areas.

PERFORMANCE STANDARD OR EXPECTATIONS AT THE OUTSTANDING LEVEL:

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

1. Makes a major scientific discovery or produces a patentable invention.
2. Performs work that has significant impact or is highly influential to others in the field of XXXX.
3. Analysis is original as defined by the scientific community.
4. Receives acknowledgement of science from other members of the scientific community.
5. Leadership is recognized within the scientific community within and outside of the CfA.

<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

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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:			
<ol style="list-style-type: none"> 1. Formulate and conduct scientific research utilizing astronomical data from XXX or other telescopes operated by SAO. 2. Conceive, design, develop, and construct new instrumentation for XXX, including but not limited to XXXX and XXXX. 3. Identify, define and select specific areas to study, determining what appear to be the most fruitful investigations and approaches to the problem area of study. 4. Formulate and conduct experimental research of considerable scope and complexity in areas which are new and unexplored through a series of complete and conceptually related research studies.. 6. Reduce or analyze data/observations to make them suitable for quantitative interpretation. 7. Formulate and conduct theoretical research and develop the necessary computational techniques for the study of topics in XXX. 			
<u>PERFORMANCE STANDARD OR EXPECTATIONS AT THE OUTSTANDING LEVEL:</u>			
Meets XX of the above and meets or exceeds XX of the following:			
<ol style="list-style-type: none"> 1. Conceive, formulate and conduct independent research in the area of XXXXXXXX that is highly influential to others in the field of XXXX. 2. Lead a successful proposal effort to support independent research. 3. Relate research in XXX to studies in other major scientific areas. 4. Develops or modify computer programs/software that is implemented by a broader scientific community. 5. Lead an independent research group working on a diverse range of topic in XXX with results of a quality and innovativeness acceptable to the supervisor. 6. Develops and/or refines scientific equipment and techniques to enhance capabilities in XXX. 			
<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: Professional Activities	

PERFORMANCE STANDARD OR EXPECTATIONS AT THE SUCCESSFUL LEVEL:

Meets XXX of the following:

1. Serve on local, national and international committees.
2. Serve on a proposal review committee.
3. Present accurate descriptions of research and results in scholarly journals, technical reports, and books, and by presentations at scientific meetings, colloquia and seminars.
4. Make scientific results/data readily accessible via the web to the scientific community within and outside the SAO.
5. Participates in technical interchange meetings.
6. Serve as a reviewer for journals.

PERFORMANCE STANDARD OR EXPECTATIONS AT THE OUTSTANDING LEVEL:

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

1. Serve on national or international committees and/or advisory committees within the scientific community.
2. Chairs a committee within the local, national or international scientific community
3. Deliver invited lecture or plenary address at a conference.
4. Perform significant public outreach activities resulting in notoriety of scientific advancements of the CfA
5. XX or more peer-reviewed papers published or "in progress".
6. Prepare an invited paper for a scholarly journal or book.
7. Organizes technical interchange meetings on XXX activities as appropriate.

<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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