



Employee Performance Plan and Appraisal

PERFORMANCE PLAN

EMPLOYEE	Element __ of __	APPRAISAL PERIOD _____ to _____
Smithsonian Strategic Plan or Program Goal Management Excellence	Annual Unit Goal	

ELEMENT (The employee's work task or responsibility that supports the above goals.)
 Unix System Security

PERFORMANCE STANDARD OR EXPECTATIONS AT THE SUCCESSFUL LEVEL:

1. Maintains all security plans and procedures for UNIX-based systems, ensuring that all plans and procedures are up-to-date with the latest UNIX standards for security within 10 days of standards publication
2. Ensures plans are in place for recovery/restoration within 24 hours of all data stored on UNIX systems.
3. Monitors all systems for security breaches and takes appropriate action to avoid security breaches, in accordance with hardware and software vendor guidance.
4. Monitors, on a weekly basis, all hardware, software and security sites identified in the security plans, to ensure familiarity with the latest developments in security, and implements as appropriate

PERFORMANCE STANDARD OR EXPECTATIONS AT THE OUTSTANDING LEVEL (if chosen):

Meets or exceeds the standards for successful above and successfully accomplishes 2 or more of the following:

1. Creates new standards and procedures to streamline UNIX application software upgrade process without compromising security requirements.
2. Proactively monitors all media and UNIX sources to provide early detection of potential security threats and identifies successful protective measures
3. Ensures plans are in place for recovery of data stored on UNIX systems within 8 hours of loss.
4. Runs tests at least semi-annually of all backup and data recovery procedures.

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