

**PHYSICS TODAY
PERFORMANCE REVIEW 1997**

February 13, 1997

notes of October 22, 1997

Employee Name: Jeff Schmidt
Division: Physics Today Manager: Steve Benka
Job Title: Senior Associate Editor
Reporting to: Editor
PERIOD: Feb 1996-Jan 1997 (PT issues March '96-Feb '97)

Overall Rating: 4 (drop to 2-2.5 for disruptive behavior)

Major Responsibility 1: Edit articles

Weight: 80% Rating: 4.0 Rating: 320

Component tasks:

1. Edit articles for content (including art), clarity, organization, length, readability, house style, grammar, spelling and impact. Do this in conjunction with authors and the editor, and so as to meet editorial deadlines.
2. See articles through production. This includes obtaining or performing revisions, proofreading, preparing layouts and checking blueines, all so as to meet editorial deadlines.

Comments: Jeff is a thorough and professional editor. He edited 15 feature articles in this period, one shy of his agreed upon goal of 16. One of them (ITER debate, June '96) was very difficult to produce and was assigned to him at a late date. He did a fine job with that one, and with all of them. His articles are generally ready on time and often they are early. Jeff was also instrumental in streamlining the articles-editing process within PT.

(His editing is considered mediocre by our new, higher standards. He doesn't communicate his progress consistently to the editor.)

Major Responsibility 2: Take responsibility for assigned articles

Weight: 15% Rating: 3.5 Rating: 52.5

Component tasks:

In consultation with the editor:

1. Contact authors to obtain outlines and manuscripts.
2. Contact referees for advice on outlines and manuscripts.
3. Evaluate outlines and manuscripts, in conjunction with the editor and referee. Give feedback to the author, to develop an appropriate article.

Comments: Jeff has expressed a desire to always have at least one article ready to edit. He has also gotten involved at much earlier stages in the articles-acquisition process.

(He's ok, but not enthusiastic.)

Major Responsibility 3: Support the editorial effort of PT

Weight: 5% Rating: 3.0 Rating: 15

Component tasks:

1. Read submitted manuscripts (feature articles, letters and opinion pieces) at request of the editor and provide a review with regard to the suitability of the manuscript for publication.
2. Attend and participate in staff meetings to develop ideas for articles, news stories, special issues, etc.
3. Submit ideas for feature articles and news stories.

Comments:

Jeff's reviews are often insightful and useful, but they are not always prompt. His comments in meetings often provide a useful counterpoint to discussions. He is not expected to be a major source of ideas for articles and news stories, but occasionally has ideas with merit.

(His frequently disruptive behavior at meetings, and his divisive influence on the staff have had a very serious negative effect on morale throughout the department. He shows his lack of interest in participating by, e.g., working on articles during staff meetings.)

Appraiser's comments: Jeff is an excellent editor, and handles even the difficult assignments well. His comments and views on editorial ideas and policies are generally insightful.

Jeff needs to increase his article output in 1997 to at least 16, and preferably 18. He also needs to return his manuscript reviews promptly.

(He must not only put an end to his disruptive and divisive behavior, but work actively to promote unity among the staff and management.)

OVERALL RATING: 4.0 (2-ish) OVERALL SCORE: 387.5(??)

Employee's Comments:

SIGNATURES:

Employee:.....Date:.....

Appraiser:.....Date:.....