

Performance Review

Personal Data		
Employee ID 11531N	Employee Name Niki Saoulidou	Job Title Associate Scientist (WF)
Division/Section PPD/Neutrino	Reviewer R. Rameika	Review Period September 2008 – August 2009
Performance Goals and / or Job Responsibilities (Elements)	Results and Accomplishments	Ratings
A performance goal is a statement of results to be achieved in a given review period. Goals are project or target-based. A job responsibility (element) is a requirement that must be met on an ongoing basis. Job responsibilities define routine tasks or essential functions.	Evaluate results against mutually established performance goals and job responsibilities.	Select one rating for each performance goal or job responsibility (element).
1. As an employee of Fermilab, you will demonstrate support for the ES&H Program by staying current with all required ES&H training; planning and executing all assigned work activities so as to minimize the risk of injury or illness to yourself or others; making suggestions for improving the safety or environmental performance of the Laboratory; reporting any work-related injuries or near-misses promptly to your supervisor; and taking measures to protect and preserve the Fermilab environment, where appropriate.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Fully competent <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Does not meet expectations
2. Continue to participate in and contribute to the MINOS experiment	Niki was co-convener of the MINOS Future Scenarios Study which provided necessary guidance to the collaboration as to the future potential of various running scenarios. She also contributed an analysis of including neutral currents in the neutrino decay analysis, significantly increasing the disfavoring of decay over the oscillation hypothesis.	<input type="checkbox"/> Outstanding <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Fully competent <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Does not meet expectations
3. Participate in and contribute to the NOvA experiment	Niki worked on the shower finding algorithm, incorporating it into the new framework and gave some tutorials so that younger people could continue to develop the code.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Commendable <input type="checkbox"/> Fully competent <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Does not meet expectations
4. Contribute to the development of the future neutrino program	Niki performed sensitivity calculations for both LAr and WC detectors, including a demonstration of how the sensitivities will evolve over time for different running scenarios. Niki also participated in the Near Detector working group, and contributed to the S4 proposal for the LAr detector.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Commendable <input type="checkbox"/> Fully competent <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Does not meet expectations

Core Competencies

Competency Ratings

Select one rating for each competency

Initiative and Creativity	The ability to plan work, to go ahead with a task without being told every detail and to make constructive suggestions. <input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Fully competent <input checked="" type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding
Judgment	The extent to which the employee makes decisions that are sound. Ability to base decisions on fact rather than emotion. <input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Fully competent <input checked="" type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding
Cooperation/Teamwork	Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures. <input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Fully competent <input checked="" type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding
Quality of Work	Freedom from errors and mistakes. Accuracy, quality of work in general. <input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Fully competent <input type="checkbox"/> Commendable <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Outstanding
Reliability	The extent to which the employee can be depended upon to complete work, projects or assignments on time. The degree to which the employee is reliable and persistent. <input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Fully competent <input checked="" type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding
Commitment to Safety	Ability to adhere to all safety rules and perform work in safe manner. <i>(Negative individual behavior leading to undesirable safety practices may require correction via the disciplinary process).</i> <input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input checked="" type="checkbox"/> Fully competent <input type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding
Support of Diversity	Demonstrated commitment to a respectful and inclusive work environment. <input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input checked="" type="checkbox"/> Fully competent <input type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding

Job-specific Competencies (Optional)

	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Fully competent <input type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding
	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Fully competent <input type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding
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Managerial/Supervisory Competencies (For employees who supervise others)

Values and Ethics: <i>Integrity and Respect</i>	<p>Demonstrates respect for people and Laboratory principles and policies. Maintains a respectful, diverse and inclusive work environment. Holds self and others accountable for actions.</p> <p><input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Fully competent <input type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding</p>
Strategic Thinking: <i>Analysis and Ideas</i>	<p>Offers advice and creates plans based on analysis of issues and trends and links these to the responsibilities, capabilities and potential of his/her organization. Scans an ever-changing, complex environment in anticipation of emerging opportunities and possible crises. Develops well-informed advice and strategies that are sensitive to the needs of various groups served.</p> <p><input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Fully competent <input type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding</p>
Engagement: <i>People, Teams, Collaborators</i>	<p>Engages employees, teams and collaborators in developing goals, executing plans and delivering results. Motivates employees and teams to accomplish goals by communicating clearly and consistently. Uses negotiation skills and models adaptability to encourage recognition of joint concerns. Uses collaboration and influence skills to achieve successful outcomes.</p> <p><input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Fully competent <input type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding</p>
Management Excellence:	<p>Aligns people, work and systems with the Laboratory's strategy. Ensures that the staff has the knowledge, skills and versatility to meet current and longer-term goals. Ensures that people have the support and tools they need to succeed in their work. Manages the performance management cycle effectively by developing mutual performance goals with employees, providing ongoing performance feedback throughout the year, and conducting timely performance review discussions and documentation.</p> <p><input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Fully competent <input type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding</p>
Resource Management:	<p>Accesses and reviews standard budget reports as appropriate. Reallocates resources as organizational change occurs. Gathers and organizes credible data to make a case for budget changes. Regularly analyzes budget data to ensure cost effectiveness and efficiency.</p> <p><input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets minimal expectations <input type="checkbox"/> Fully competent <input type="checkbox"/> Commendable <input type="checkbox"/> Excellent <input type="checkbox"/> Outstanding</p>

Summary of Performance and Review of Competencies

Niki has been an invaluable member of the Fermilab Neutrino program. She has made major contributions since joining MINOS as a post-doc. We will miss her very much, and wish her well in her new endeavors.

Summary of Laboratory Committee and Service Work

Career Development Plan (Optional)



Signatures

Employee Acknowledgement of Performance Goals/Job Responsibilities and Competencies

My supervisor/manager and I identified and discussed my performance goals, job responsibilities and job-related competencies at the beginning of the review period.

Employee Signature _____ Date _____

Progress Review (Optional)

My supervisor/manager and I discussed my performance. We have updated goals/job responsibilities and competencies (if needed).

Employee Signature _____ Date _____

Overall Rating

Select only one rating - Assign an Overall Rating based on Accomplishments and Competencies.

Overall Ratings with Descriptors.

<input type="checkbox"/> Does not meet expectations	<input type="checkbox"/> Meets Minimal expectations	<input type="checkbox"/> Fully competent	<input checked="" type="checkbox"/> Commendable	<input type="checkbox"/> Excellent	<input type="checkbox"/> Outstanding
Performance is well below the minimum position requirements. Requires immediate review and action including implementation of Performance Improvement Plan (PIP).	Performance leaves room for improvement. Employee requires either additional development in deficient technical areas; or, may be a new hire requiring familiarity with lab processes; or, is not responding favorably to coaching for performance improvement.	Good, solid performance. Fulfills all position requirements and goals.	Good, solid performance. Fulfills all position requirements and goals and may, on occasion, generate results above those expected of the position.	Excellent performance that consistently generates results above those expected of the position. Contributes in an excellent manner to technical and functional innovations.	Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to goals of the Department, Division or Laboratory.

Second-level Managerial Approval of Performance Review Document

I have reviewed and approved the performance review document and overall rating.

Signature _____ Date _____
(Manager of reviewer)

Reviewer Acknowledgement of Performance Review Document

I have discussed the performance review document with the employee and advised the employee of his/her overall rating.

Reviewer Signature _____ Date _____
(Person who prepared the review)

Employee Acknowledgement of Performance Review Discussion

My supervisor/manager has reviewed and discussed the performance review document with me. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with it.

Employee Signature _____ Date _____

Employee Comments (Optional)

Mentor Comments (Optional)