

PERFORMANCE REVIEW

The Performance Review system ensures that the work of each member of staff is reviewed and assessed regularly in order to provide the opportunity both to improve and to develop. Line Managers are responsible for agreeing the assessment with Job Holders *prior to the final signing* and box marking. If no agreement can be reached, the Countersigning Manager is responsible for meeting with the Line Manager and the Job Holder to mediate agreement. If no agreement is reached, the Job Holder is referred to the Disagreements Procedure.

PART 1 - Personal details

Period of FJP: from 1/5/98 - 30/4/99

Name: CHRIS STAPLETON

Grade: H50

Date of entry - to grade (mth/yr): FEB 1994

to post (mth/yr): FEB 1994

Department: HERBARIUM

Section: GRASSES

PART 2 - Review of objectives: (attach copy of signed Forward Job Plan for review period. Where relevant a separate page listing papers published and other significant public achievements should also be attached.)

(a) **Line Manager's Comments:** Summarise the review comments on the achievement of objectives, adding any additional assessment comments as relevant to the Job Holder's performance during the review period.

Tick here if also attaching comments from another source (e.g. Project Manager, Team Leader)

Chris continues to work to a very high standard and although the Flora of China account from Missouri has failed to materialize he has created other important projects, such as the molecular-based project with Trevor Hodgkinson at Dublin. He has also been frustrated in the development of such projects as the development of the Internet web site for Bamboos of Nepal and the failure to agree TAA's with China which would have enabled him to do field work. This will be his last report before the end of his contract in Jan 2000; no further funding is currently available. He is doing a key job for Kew on bamboos and every effort should be made to keep him on the staff.

(b) **Job Holder's Comments:** factors affecting performance; include training needs not yet met

PART 3 - Performance Competencies (to be completed by Line Manager as related to job performance by the individual. Line managers should refer to instructions Section 6.2 when completing this part.)

1. **Commitment /self-motivation:**

He continues to build on his past work and achievements, expanding his collaborative contacts all over the world, providing expert advice and most importantly improving the system of classification for the bamboos.

2. **Planning and organisation of work:**

His work is meticulous and well planned so that objectives are met.

3. **Use of judgement in making independent decisions:**

His judgement is excellent especially in nomenclatural matters where his attention to detail ensures that problems are exhaustively researched and sound decisions are made.

4. **Communication skills (oral and/or written):**

His written work is excellent. He presents data clearly and analyses it succinctly.

5. **Leadership skills:**

He continues to provide strong leadership to the international bamboo community, both professional and amateur, who seek his opinion through project and publication review requests. In the field of bamboo systematics he maintains a prestigious position for New.

Other comments: Comment on any other area or specialist skills and knowledge which adds to the Job Holder's ability to enhance his or her own performance or that of the team:

He has excellent computer skills.

PART 4 - Overall Performance Rating (see definitions in the instructions Section 6.3)

In circling an overall performance rating, consider the level at which the objectives were set relative to the expected level of performance within the job, the extent of achievement of each objective, and the degree to which relevant competencies are applied to the achievement of objectives.

1 (2) 3A 3B 4 5

PART 5 - Countersigning Manager's Comments (please comment on the jobholder's overall performance during the review period to confirm your agreement with the above rating.)

I fully endorse this report. Chris is an excellent & productive researcher working at a level above his current grade. With the momentum of bamboo research now at Kew, further funding is vital. A new proposal for funding through the Fandansi should be submitted as soon as possible.

PART 6 - Job Holder's Comments - overall performance:

Line Manager's signature: S. Bennett Date: 15/3/99

Countersigning Manager's signature: [Signature] Date: 17/3/99

I confirm that I have read this review and discussed it with my Line Manager.

Job Holder's signature: [Signature] Date: 18/3/99