# EVALUATION FORM

## Name of employee: Melanie Raible-Tocci

## Date of evaluation: February 2024

## TO BE COMPLETED BY THE SUPERVISOR: Caroline Broder

1. How has the employee performed in relation to the specific responsibilities identified in his/her/their job description since the last performance appraisal meeting?

* Contributed more on publications (writing abstracts, copy-editing, etc.)
* Managed all 10+ publication subscriptions for MACPAC
* Took part in the redesigning of MACPAC’s website
* Met all deadlines
* Spoke up more in meetings, including a presentation to staff on current subscriptions
* Continued to produce highly engaging content on social media platforms
* Continued to be the liaison with the mailing house
* Managed the mailing list and cut the bounce rate down from 9% to 3%, which is below average for our industry

Areas to improve:

* Attention to detail
* Slowing down (quality over quantity)
* Having more confidence in my work

Goals for this upcoming year:

* Continue advancing skills in editing and writing
* Take on more opportunities to speak at the meetings and present to staff
* Become more confident with my work and not second guessing myself
* Advance skills in graphic design with Carolyn
* Take on a bigger role with press outreach

1. What specific areas warrant attention for improved performance by the employee at this time?
2. Any additional comments on activities carried out by the employee outside of his/her/their job description?
3. Check the rating for this evaluation:

* Exceeds job expectations
* Meets job expectations
* Does not meet job expectations

Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_