

**EVALUATION FORM**

Name of employee: Carolyn Kaneko

Date of evaluation: September 4, 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?**

Carolyn consistently goes above and beyond in her work and in her dedication to making MACPAC products better. Some of her key accomplishments this year include:

- The design of our new one-page “Policy in Brief” series;
- Her role in helping with the launch of MACPAC’s new website, which included reviewing and suggesting revisions for style and graphic related items, as well as testing for any “bugs” on the site;
- The increased use of graphics on social media, particularly on LinkedIn, which has helped drive our engagement; and
- Her bringing a higher level of skill with respect to standards for 508 compliance and accessibility. She has taken her own initiative to learn these skills.

She consistently beats her deadlines with respect to our publications. Staff members know her as a collaborative colleague, who can always be counted on to solve problems and work through creative representations of complex subject matter. Without prompting, staff tell me how easy it is to work with her, as evidenced by this recent email from a colleague: “Just a quick note to say that Carolyn has been so helpful and responsive on graphics and tables for the September memos. I so appreciate her expertise and patience that saves me fighting Word and Excel.”

She consistently displays a can-do attitude and often helps staff with non-design related work. She’s a true team player. I am also appreciative of her role on Creating Connections, which contributes positively to the agency’s culture.

**2. What specific areas warrant attention for improved performance by the employee at this time?**

While Carolyn consistently performs at a high level, there are a few goals she has for the coming report cycle. This includes:

- Continuing to evolve the design of our publications, including potential new templates for Access in Briefs and Issue Briefs;
- Documenting design-related processes;

- Creating job aides for new employees to help improve the formatting process;
- Taking relevant courses for continued education; and
- Continuing to speak at staff meetings about her expertise.

In addition, I want Carolyn to continue to gain confidence in her expertise. Please trust your own judgment on matters. Being deferential is nice, and seeking feedback is good. But lead with confidence.

For Carolyn to change titles to senior graphic designer, she would need to demonstrate taking on some web design work. This would include looking at some of the pages and finding design solutions to make them more visually appealing. It would also include her rethinking the overall design on other publications, including Issue Briefs, and leading the implementation of those changes.

**Any additional comments on activities carried out by the employee outside of his/her/their job description?**

A few areas that Carolyn took on beyond her normal work duties include her participation in the employee-led Creating Connections Committee, which plays a central role in contributing to the organization's culture. As mentioned above, she consistently displays a can-do attitude and often helps staff with non-design related work, going above her job description.

Check the rating for this evaluation:

☒ Exceeds job expectations

☐ Meets job expectations

☐ Does not meet job expectations

Supervisor's signature:

*Caroline Broder*

Date:

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9-6-24

