

EVALUATION FORM

Name of employee: Caroline Broder

Date of evaluation: 8/20/2021

TO BE COMPLETED BY THE SUPERVISOR:

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

Caroline has had a spectacular first year as MACPAC's communications director, managing production of three major reports (MACStats and the March and June reports to Congress, the latter being our longest report ever) as well as multiple other publications. She has proven to be a quick learner about MACPAC routines and processes, including the myriad communications tasks associated with each Commission meeting, the mailing list, website, style guide, etc. She handles media inquiries with confidence, working to ensure that MACPAC staff and reporters are comfortable with the ground rules. For the first time, we are posting content on LinkedIn. Our Twitter feed has developed more personality and the number of our followers has grown by about 50 percent.

Caroline gets high marks from other staff, conveying both openness to their suggestions and improving processes to make their work easier. For example, she created Google calendars for each major report, allowing staff ready access to deadlines and providing updates in real time. She also convened a citation summit to address some longstanding concerns. She supports Breshay, both keeping her on track with the various tasks on her plate and supporting her learning and professional development. I also appreciate Caroline being an active participant in the Creating Connections group which focuses on staff engagement and interaction.

Caroline has gone above and beyond in several areas. In the wake of Ricardo's departure, she took over responsibilities for securing a printer for major reports under the Government Printing Office's simplified purchasing arrangement. She came up with a new approach to producing the daily news updates when Dominique, our longtime contractor, took a new position. She also figured out how to bring graphic design services in-house, making the case from a financial perspective, and managing a successful recruitment.

She is highly productive, a quick learner, and consistently meets or beats deadlines, all while ensuring that MACPAC products continue to meet a high standard for content and presentation. She is both responsive and anticipatory, the latter being particularly notable in preparation for potentially challenging press coverage after the Commission made its recommendations regarding Medicaid rebates for drugs approved under the

accelerated approval pathway. Finally, I value Caroline's participation in policy management meetings. She offers important perspectives and helpful advice.

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

The biggest challenge for Caroline in the year ahead will be to work with Carolyn and other staff to transition to a new way of producing our major reports and to define Carolyn's role in between reports. These are uncharted waters, but I expect Caroline to navigate them with her usual good sense, positive attitude, and orientation as a problem solver. Caroline will also be starting a coaching engagement with Nebo, and I look forward to supporting her as she defines the areas that she'll be working on with a coach.

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

I am delighted that Caroline joined the MACPAC team and am so pleased with all that she has accomplished, particularly given that her entire MACPAC experience has been remote. Keep up the great work!

4. Check the rating for this evaluation:

- ☒ Exceeds job expectations
- ☐ Meets job expectations
- ☐ Does not meet job expectations

Supervisor's signature: _____

Date: _____

