

EVALUATION FORM

Name of employee: Carolyn Kaneko

Date of evaluation: August 24, 2022

TO BE COMPLETED BY THE SUPERVISOR: Caroline Broder

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

This is Carolyn's first review. She began her time at MACPAC in September of 2021. To say she has been a tremendous asset to the organization is an understatement. Prior to her joining MACPAC, we contracted out design support from an outside agency. While the agency did a commendable job on designing our printed publications, it left us with limited support on day-to-day design requests, issue briefs, presentations, or any additional needs, such as graphics for social media.

Bringing Carolyn in has allowed MACPAC to do a better job of visually explaining complex concepts, as well as ensuring that our products are compliant with 508 standards for people who need visual support. MACPAC now has the ability to create graphics for social media, which are important in gaining attention for our work. And last but not least, having an in-house designer allows us to be nimble and produce graphics on demand, as well as gives us some critical flexibility on deadlines to produce our reports to Congress.

In addition to learning the report design and publication process, one of Carolyn's signature accomplishments has been leading MACPAC through a visual update. She moved us seamlessly into the use of a new font and related publication templates, which has greatly minimized staff frustration with the previous font.

Some of the things I appreciate most about Carolyn are her unflagging willingness to help staff, her positive, can-do attitude, and her commitment to continuous learning. She has a growth mindset, and is always pursuing professional development opportunities whenever she has downtime.

As part of Carolyn's review, I solicited feedback from senior staff, who called her:

- A clear communicator
- A self-starter
- Extremely capable
- A positive addition to the agency

Staff trust and confidence in Carolyn bodes well for her future at MACPAC. She is a delight to work with, and would be an asset to any organization.

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

Some growth areas for Carolyn include:

- Further development of her skills in data visualization;
- Public speaking; and
- Confidence in her own judgement and ability to make decisions.

Carolyn has already made strides in taking the initiative to take classes on data visualization.

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

Carolyn has assisted MACPAC staff on a variety of tasks that would typically be considered outside the scope of what a graphics specialist might be asked to do as part of their job duties. This has included creating special signage for the office, as well as designing other products outside of the scope of her job description. She is a team player in every sense.

4. Check the rating for this evaluation:

☒ Exceeds job expectations

☐ Meets job expectations

☐ Does not meet job expectations

Supervisor's signature:

Caroline Broder

Date:

8/24/2022

