

EVALUATION FORM

Name of employee: Carolyn Kaneko

Date of evaluation: 8-29-23

TO BE COMPLETED BY THE SUPERVISOR:**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. She has continually advanced our efforts to meet high standards for 508 compliance, voluntarily taking courses to improve her understanding and suggesting improvements to the products that MACPAC creates. She has also voluntarily taken on assignments without being asked. Some examples of this include her reorganizing internal communications team folders on BOX, offering headshots to employees to improve the look of the materials that we send commissioners, and improving the overall experience at MACPAC by becoming a member of the Creating Connections team.

She meets, and in many cases 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. One of the highlights of her publications work this year included the wildly popular Annotated Statute. This is a laborious task, as it requires manually inputting boxes and cross-comparing documents. As part of her evaluation, I collected feedback from a sample of staff members. Here is some of their feedback:

- Her attitude and work ethic are an example for others. Specifically, I was appreciative of the way she took on the task of finding a solution to the annotated statute formatting.
- After presenting the race and ethnicity data collection and reporting process figures at the December Commission meeting (which are also in the chapter), at least three researchers have reached out to us to say that they've used (and cited) this figure because it was so helpful for explaining these complicated processes.
- Her work enhances our project products and I know she is appreciated by staff and the Commission. I can't think of any areas that need improvement. She is great to work with and adds a lot of value.

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

Some of the areas that Carolyn will work on this year include a continuation of training for CommonLook software, which helps us remediate files for 508 compliance. She will continue to improve her knowledge of 508 compliance issues. She has also set a goal to take a class on current trends in data visualizations. Lastly, she also should feel more confident in making decisions. Her instincts are good, and she should trust her experience and knowledge.

3. **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 the Annotated Statue, updates to the templates we use, and helping to procure the CommonLook software and furthering her training on 508 issues. She also participates in the employee-led Creating Connections Committee, which plays a central role in contributing to the organization's culture.

Check the rating for this evaluation:

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

Supervisor's signature: Caroline Broder

Date: 8-29-23

