



Human Resource Services

ASSESSMENT PHASE Performance Development Plan Form

(To be completed by the end of the performance period)

Type of Evaluation (Should match the Planning Phase PDP form) <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Probationary <input type="checkbox"/> Trial Service <input type="checkbox"/> Transition Review		
Employee Last Name Katz	Employee First Name Dhara	Employee A # 00077915
Position Number 4117	Performance Period (Including Planning and Assessment Phases) From: 08/01/2019 To: 02/03/2021	Position Description Updated <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Title Office Assistant 2		
Division	Unit MPA Program	Supervisor's Name Mike Crow

SECTION 1: Performance Assessment

Part 1: Interim Reviews (Optional)

As an option, Interim Reviews can be used to document interim performance feedback and the updating of expectations for the performance period.

Part 2: Performance Feedback

Provide a narrative assessment of the employee's performance in relation to the content of the Planning Phase PDP for previously completed. The feedback should focus on the degree to which the expected Key Results, Skills, Abilities and Goals (from the Planning Phase PDP) were met for the performance period. Other relevant information may be included as well such as: special achievements, comments about strong performance under unanticipated difficult work place circumstances, etc. Content in the Assessment Phase PDP should be based on observed or verified performance.

A) Key Results Assessment

To what degree did the employee accomplish the expected results and how well were they done?

I have been effectively responding to the needs of students, prospective students, faculty, MPA program staff and Evergreen College staff during the performance period as a representative of the MPA program. I have been educating myself on how MPA registration, admissions and marketing work so that I can help attract and support prospective students to join the MPA program. I respond directly to any prospective student questions by phone or email that don't require Assistant Director program counseling. I assist with the scholarship application process administratively and ensure that the Assistant Directors have the materials they need to complete their reviews in a timely manner. I take notes at and schedule our monthly Faculty/Staff meetings on the advice of the Director and I create Zoom and Outlook meetings on his behalf. I keep the MPA program staff up to date on our combined calendar and meeting needs; calling to attention cyclical program responsibilities to help us prepare for our deadlines. I help coordinate New Student Orientation and Graduation. I produce the Alumni Newsletter 2x per year. I update our MPA website on a weekly basis, our MPA catalog (course schedule) on a semi-weekly basis (with information that I get from faculty), I post daily MPA LinkedIn job and program announcements and I regularly

create blogposts of exciting MPA news and MPA program communications. Currently, I am in daily communications with the webteam regarding glitches that I'm finding on our new website. I am the point person for our program file migration from the colleges' local server to the cloud using MS Office 365 and I created temporary program file folders that allow us to more efficiently work as a team, from home. I have provided new student orientation survey results to the MPA staff, edited the new student Director's letter, and updated our student newsletter database with incoming and outgoing students. I assist our student social media officer with suggestions for current postings. I collect course syllabi from MPA faculty and adjunct faculty for each quarter and post them to the website. I send brochures to prospective students when they request them through Radius. I collect our mail and complete routine paperwork for MPA such as travel documents, reimbursements, ordering business cards, coordinating employee recognition gifts. I have been conducting these duties this year under two extenuating circumstances; 1) working remotely due to Covid-19 and 2) having a new Assistant Director that I've needed to help train and learn alongside in terms of insuring that program needs get met. I've also stepped up in terms of helping the Assistant Directors get to know each other's working styles in a virtual environment since I worked with both of them in real-time in the past. I also trained and helped the new Assistant Director publish and send the weekly student newsletter as well as student surveys, after I trained myself how to use WordPress. I work collaboratively with Marketing, MES, the Academic Deans, Registration, Admissions, Technology Support and Finance on a regular basis to complete regular and new MPA program tasks as they emerge.

B) Key Skills and Abilities Assessment

How well (or how frequently) did the employee demonstrate the skills and abilities expected?

I have demonstrated the above skills and abilities weekly, monthly and annually with accuracy, finesse and thoughtfulness.

C) Training and Development Goals / Opportunities

What training was completed? What development goals were achieved?

I have learned at least 7 new software systems in my role as the MPA Program Assistant. I attended a Office 365 training; social media course in Seattle; a 2-day webcontent intensive course virtually; a bias awareness team building workshop through Results Washington; several Black Culture Awareness Tacoma Lyceum events and Indigenous Coming Out Day.

D) Other Performance Feedback

Other relevant information may be included such as: special achievements, comments about strong performance, etc.

SECTION 2: Signatures, Comments and Filing

Part 1: Signatures and Comments

Supervisor Section

By signing below, I acknowledge that this Assessment Phase PDP is based on my best judgment.

Supervisor's Signature

Date

Employee Section

By signing below, I acknowledge that this Assessment Phase PDP has been discussed with me.

Employee's Signature

Date

Employee may attach comments or write them in this section.	
Reviewer Section	
By signing below, I acknowledge that I have reviewed the Assessment Phase PDP and that the PDP process has been properly followed.	
Reviewer's Signature	Date
Reviewer may attach comments or write them in this section.	

Part 2: Filing

The supervisor retains one copy of the Assessment Phase PDP form and provides one copy to the employee and one copy to the Reviewer. The signed original Assessment Phase PDP form is reviewed by Human Resource Services and placed in the employee's official personnel file.

A new performance cycle begins at this point and a new Planning Phase PDP form should be completed.