Preliminary performance review for Dhara Katz

October 31, 2019

General feedback

1. Very much appreciate Dhara’s flexibility and adaptability to the scheduling needs of the MPA program. Dhara has made herself available to work on weekends and evenings and on alternative days of the week as needed to meet MPA program needs
2. Proactiveness: Dhara goes out of her way to be helpful in assisting MPA staff and faculty. Rather than waiting for someone to ask for her help, she offers it. Frequently makes suggestions and reaches out to those who may need help.
3. Excellent communication skills: intuitive, observant of the words and body language of her colleagues, which makes it easier to interact with others.
4. Willing to put herself out of her comfort zone to make suggestions, corrections, and advice to MPA director (which has been both helpful and appreciated).

Continuing to work on developing skills in software and in web management.

Need to revisit the list of duties in the PDP and in the MPA program’s Who Does What guide.

Would like to have additional projects to work on during slower times of the academic year. How else can we best utilize Dhara?