

Date of review meeting: November 28, 2017

Date of last review:

I. Overall evaluation

a. Staff person's strengths

Monica led the way in producing our new website. Monica did a great job in shepherding the process of finding a web designer and working with them to produce a strong result. She also led the backend programming (and did much of it herself). As a result, we have a beautiful new website!

Monica is very responsive and creative in addressing the needs of staff for new web components. She is very open to challenges and seeing them through.

Monica is a very hard worker. She is often working at odd hours to address issues with the site and to get new content rolled out.

Monica works well with staff and interns she supervises. She gives them interesting work and supervises them well.

Monica plays a key role in Green America's culture. She is not just a digital projects director, but also integral to our work overall as an organization and our mission. She is also a strong voice on staff for increasing diversity.

Thanks for volunteering to be on our board as well, and congratulations on getting elected.

So great to have you on board at Green America! Thanks for all your work!

IV. Short Answer

- a. Knowledge: How well does the staff person understand the issues, context, and stakeholders to do their job? (A rank of "1" would indicate the staff person is at entry level and has a significant amount to learn without constant supervision; "3" indicates an ability to function with reasonable supervision; and, "5" demonstrates mastery of the issues.)**

1 – 2 – 3 – 4 – 5 (high) 5 – Monica is very skilled and knowledgeable.

Comments:

- b. Skills: How well do their skills match with the job duties?**

1 – 2 – 3 – 4 – 5 (high) 5 – Monica is just the person we needed to create an awesome new website.

Comments:

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I. **Overall evaluation**

a. **Staff person's strengths**

I'm so glad that Monica works with us and lead us through the website redesign. The website we got after a year of her hard work is a great improvement over our old site, and I know people are going to come to it and not notice it because it fits in in the landscape of nonprofit websites, instead of being complicated and easily noticed, like the old site.

Monica is very caring, which I don't think a lot of coworkers are to each other. She's always expressing gratitude and compassion towards people, which adds to the organization culture. She also gets very passionate and excited, which makes talking to her and working with her fun.

Sometimes it seems like Monica doesn't feel appreciated, because sometimes during web meetings we'll talk about all that's wrong with the site and she'll say "but it's so much better, right?" I want to say that we do appreciate you and how much better the site is! Even when we talk about all that's wrong with it still, it doesn't mean we haven't taken tremendous strides as an organization due to your hard work. And we continue to every week!! Thank you Monica.

b. **Staff person's area for improvements**

Sometimes it seems like Monica isn't very organized. Different people come to her with their web issues and it seems like she gets all projects going at once, instead of telling whoever that she'll put it on her list and get to it in priority. I'm sure this has also benefitted me, but I understand my needs are not always the most urgent. And then if you're working on a long-term project, it can become delayed because of people "jumping the line." This could be an organizational process problem as well.

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VI. Overall evaluation

a. Staff person's strengths

Monica is very willing to take on work and help solve people's needs. She is eager to offer suggestions and technical solutions. We are very glad to have her on our team. She's been so organized with the website project and developing the very in-depth Trello board. She brought on and managed a team for additional capacity to help with implementation. She's passionate about our mission which is wonderful, and she's a team player. She tries to work well with everyone. A bonus is that she's now joining our board!

b. Staff person's area for improvements

There is so much work that needs to be done on the new website. Initial launch was just the beginning since we have so much more to fix and enhance and build. I imagine it's hard to keep track of it all and things sometimes take longer than we think. I wonder if there are any solutions to help with this?

VII. Performance review compared to Job Description (JD)

a. Lead processes that allow the organization to make digital platform and product investments.

Strong Points	Areas to Improve
<ul style="list-style-type: none">• She will do the research needed and recommend the best solution for us	<ul style="list-style-type: none">•

b. Co-lead the implementation of a new website for Green America that meets the organization's needs.

Strong Points	Areas to Improve
<ul style="list-style-type: none">• Yes, we launched it!	<ul style="list-style-type: none">•

1. What accomplishments by the staff member or recognition for a job well done do you want to convey?

Wow – we have received such positive feedback on the new website – thank you for bringing us to this moment (and for the continuing wrap-up tasks!) Thank you for enabling us to deliver on this project – for our members, the public, allies, staff, donors, and all who turn to us online!

I know these projects are challenging for all involved and have lots of moving parts and require lots of expectation management and good communication. Thank you so much for the positive, helpful, encouraging, professional approach you always take! I always enjoy working with you and appreciate your flexibility – especially when we aren't as clear as needed upfront or when our minds change or when there are new developments that need special treatment. Your technical expertise and people skills are making a big difference to Green America!

Thank you also for running and agreeing to serve on our board of directors in the coming three years! That is a wonderful testimony to your commitment and I look forward to working with you!

2. Are there areas for improvement you wish to note to strengthen the staff member's work?

Please let me know how I can be more helpful – whether on the GPO, better banking, or other facets of the website! And let all of us know – when there are deadlines – what exactly you need from us so you can best move ahead!

This is not an “improvement” – but I’m hoping your review addresses any concerns around workload – how is that going for you?

3. Do you have any other comments useful to this review?

From where I sit -- thank you very much for being responsive and trouble-shooting as needed on important projects.

Date: November 22, 2017

1. What accomplishments by the staff member or recognition for a job well done do you want to convey?

Website, website, website.

Monica has done an excellent job of launching our GA website, a goal that has been long discussed. I don't work much with Monica but the outcomes are clear. We have a beautiful site. Kudo's to her leadership and tireless steadfastness, her dedication and perseverance in completing this project.

Monica has also been active in many other green activities, team townhalls and staff brainstorming meetings. She obviously deeply cares about the mission, projects and people of GA.

2. Are there areas for improvement you wish to note to strengthen the staff member's work?

None that I can think of

3. Do you have any other comments useful to this review?

I think Monica is a great asset to the Green America team. She is enthusiastic supporter of GA and Center work and brings good humor and fun to the team. I enjoy working with Monica.

Dear Monica,

I'd like to use the occasion of your review to send you this quick note to tell you how glad I am that you joined our staff -- and to celebrate how fortunate Green America is that you are here.

You have taken Green America to the next level with the launch of our website. We worked on it for so long and got no where until you joined our team. Thank you for all the experience, creativity, energy and hard work you put into making this huge project so successful. I especially appreciate the technical expertise you brought to the project -- and also your project and people management expertise. It is so rare that one person can bring all three to one project -- thank you!

Thank you also for modeling the perfect way to include me -- regular updates, seeking my opinion, weaving it expertly in where it made sense -- so I could offer ideas, cheerleading and my big thumbs up. It's the best kind of project management and decision-making -- where the question never has to be called on a decision because everyone is involved, informed and clear about outcomes.

I also really appreciate your stepping forward to be on our board. It will be so great to have your experience and perspective at the board level.

1. What accomplishments by the staff member or recognition for a job well done do you want to convey?

There are not enough positive words to describe Monica's impact on Green America. She has not only served as a capable facilitator for the creation, launch, and maintenance of our new website, but she also became a part of the office culture with enthusiasm. Monica has made herself available to staff who put content on the website, and she has personally assisted me in creating campaign pages and enhancing those pages through her own creativity and skill. She brings a fresh perspective to our organization and her positive attitude allows her to approach problems with a can-do mindset essential to success. I'm so glad she's joined the team and has said yes to opportunities to be involved at different levels of GA!

2. Are there areas for improvement you wish to note to strengthen the staff member's work?

3. Do you have any other comments useful to this review?

Thanks for all you do, Monica!

I've had the pleasure of working with Monica over the past year on parts of the website redesign project, including overhauling our Green Business content and listings. Monica is thoughtful, engaged, and a top-notch project manager. She has a knack for turning my wish-list ideas and ramblings into actionable steps, and keeping us on schedule with regular check-ins. She's done an excellent job of supervising interns and liaising with staff across different teams to get our website to where it is today. She is a true MVP of Green America, and I'm excited that she'll bring her talents and voice to the Board in the coming year. Keep up the great work!