

Muhlenberg College Presidential Assistant's Appraisal

Name: Thomas Carr
Title: Web Content Coordinator
Department: Office of Information Technology
Supervisor/Appraiser: Vince Pace
Dates of Review Period: From 8/03/2004 to 3/1/04

Accomplishments/Review of Past Goals and Objectives

Please enumerate goals and objectives and assess this manager's success in achieving them. These may include both ongoing goals and one-time projects. Be sure to include any new goals, projects, or objectives that came up during the year even if they were not included in last year's projected goals and objectives.

As the PA Web Content Coordinator, Tom is responsible for the maintenance of existing pages on the Muhlenberg College Website. He has accomplished this with both ease and proficiency. In addition to completing tasks understood as part of the position, he was assigned other tasks that included developing sites and overseeing the development of sites for departments and organizations within the Muhlenberg community. Some of these Student Organization web sites include the following: ACAPELLAs; Muhlenberg Dance Association, and the Institute of Public Opinion. In addition, Tom has developed the @Muhlenberg Alumni e-newsletter. He also trained the responsible parties concerning maintaining these sites. Tom is currently involved in developing the new commencement site for the class of 2004.

Assessment of Strengths

Please assess this manager's strengths as they relate to the requirements of the position.

Tom's major strengths are his adherence to deadlines and his ability to quickly learn new technologies. He has grasped the knowledge essential for performing his job in a professional manner and demonstrates a positive attitude in handling the unexpected. His work is accurate and on schedule. Tom's work habits allow him to perform his job assignments with minimum supervision and he is very dependable. He is always willing to give 100% on a project and will do whatever it takes to complete a task.

Areas to be Improved

Please describe areas to be improved as they relate to the requirements of the position.

When Tom accepted the position of Web Content Coordinator, he had almost no knowledge of the tools required of him to perform his job. Through computer based training courses and On-the-Job-Training, he has become competent in the tools necessary to perform his job. Areas Tom feels he needs improvements are: Unix; Dreamweaver; and Photoshop.

Professional Development

- Personal Professional Development Activities for this manager
Tom has quickly grasped the knowledge essential to perform his job in a professional manner. The area in which Tom has experienced the most extensive professional development while in his position is communication. He has had the opportunity to greatly develop his communication skills by learning to develop techniques in email that avoid critical or what may be mistakenly interpreted as insulting tones while explaining what was problematic with someone's work. In addition, he has learned how to explain technical issues to people with limited or no understanding of the problem at hand.
- Professional Development of those he/she supervises, if appropriate
N/A
- Professional Development Goals and Activities for Next Year
N/A

How did this manager's efforts during the past year support Muhlenberg's commitment to function as a diverse, caring, supportive community?

While at his current position he has treated everyone who has come to him with a problem with equal concern, legitimacy, and time regardless of their position, knowledge, or age.

Overall Assessment of Performance

Tom has a positive and professional attitude toward work and colleagues. He has excellent verbal skills and communicates ideas well. He is very much a team player and would do whatever it takes to get the job done for OIT and for Muhlenberg College in general. He is quick to assist when called upon to do so and is equally quick to share with others what he knows or has learned. He is able to work independently on various projects as well as collaborate with others to complete a project. He balances daily maintenance, faculty/student/staff requests and special projects in a professional and competent manner. Tom fully meets his job requirements.

Goals and Objectives for the coming year (2004-2005)

Please enumerate goals and objectives for this manager for next year, citing quantifiable assessment criteria when possible and appropriate.

- Increase technological skill with training and experience.
- Continue to provide maintenance of existing pages on the Muhlenberg College Website
- Continue to participate in the biweekly Webmaster meetings.


Appraiser's Signature


Date Appraised's Signature Date