

EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION

EMPLOYEE NAME: Melanie Mendiola	POSITION CLASSIFICATION/TITLE: CEO / Administrator	EMPLOYEE ID NO.:
PERIOD OF REPORT: FROM: 1/1/19 TO: 1/21/21	REASON FOR REPORT: <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual	

PART I – SELF ASSESSMENT (Completed by Executive)**A. MISSION (Position Mission Statement)**

The Mission of the CEO/Administrator is to work towards the strategic goals of the Board of Directors as well as carry out their policy directives. Leading the GEDA team, responsibly managing the organizational bottom line, and meeting the strategic objectives of the Board and the Office of the Governor of Guam are of the utmost importance in this role.

B. STRATEGIC PLAN OBJECTIVES (Address each program area of responsibility)

Organizational Leadership – managing the organization and its people effectively by promoting adherence to the law, policies and procedures of the Government of Guam, and of course morale and welfare in the five business units of the organization.

Fiscal Responsibility – ensuring that the resources of the organization are accounted for properly and that the objectives of the board are carried out prudently and with transparency.

Strategic Planning – making progress on the strategic objectives of the Board of Directors and the Governor of Guam through deploying each of the five business units effectively and with good direction.

Building Partnerships – building advocacy among stakeholders, including the Office of the Governor, the Legislature, the press, and the public at-large.

C. ACTIVITIES (Related to Strategic Objectives)

Preparing and defending the annual budget, maintaining clean audits, ensuring a productive workforce, consistently looking towards improving the bottom line through enhancing revenue streams and decreasing unnecessary spending. Moving the strategic objectives of the board forward through sub-committee work, grants, and policy work. Maintaining good communication with the general public about GEDA activities.

D. SUMMARY OF PERFORMANCE (Assess overall performance as it relates to meeting the objectives identified in the Strategic Plan)

Performance since last evaluation has been high despite many challenges on both the personal and professional front. At the outset of the assignment to GEDA, there was a great deal of feedback and learning from the Chairman. While the Chairman remains engaged, the CEO/Administrator plays a largely autonomous role in the organization.

Financial management of the organization has been strong with two consecutive years in positive net income position. Employee morale and motivation based on performance in all COVID19 related programs was high. Overall public perception as evidenced by an overwhelming amount of positive or neutral press negative press appears to be strong as well.

The CEO/Administrator has continued to work towards consistency in leadership energy and discipline. The ability to sustain high level of motivation throughout any given project will increase the odds of success going forward. Maintaining that the completion of tasks is of the utmost importance and there are "no medals for busy work and trying!" will lead to continued high performance in the organization.

E. ADDITIONAL ASSESSMENT(S)

CEO/Administrator would like to continue working towards consistency of energy, attention, and follow through. Additionally, building the courage to speak up during meetings with colleagues to offer counsel and the point of view as a subject matter expert in the Guam economy is another trait the CEO/Administrator would like to improve upon in the coming year. Lastly, continued improvement towards "speed to the finish line" and at the same time maintaining a high level of detail in the accomplishment of tasks and projects is a priority to maintain focus and attention towards.



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PART II. EXPECTATIONS OF EXECUTIVES (Completed by Supervisor)

<i>Checkmark the rating that applies to each section/area.</i>	OUTSTANDING	HIGHLY SATISFACTORY	SATISFACTORY	MARGINAL	UNSATISFACTORY
A. Leadership		x			
B. Strategic Planning	x				
C. Communicates Mission & Vision	x				
D. Champions Innovation		x			
E. Promotes Ethics	x				
F. Builds Relationships	x				
G. Decision Making		x			
H. Leads Change	x				
I. Inspires and Directs Action		x			
J. Promotes Diversity	x				
K. Accountability/Fiduciary Responsibility	x				
L. Business Acumen	x				
M. Effective Operation & Maintenance of GEDA Objectives	x				
N. OTHER:					



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PART III. PERFORMANCE STANDARDS (Completed by Supervisor)

	OUTSTANDING	HIGHLY SATISFACTORY	SATISFACTORY	MARGINAL	UNSATISFACTORY
A. Leadership & Strategic Planning		x			

COMMENTS/JUSTIFICATIONS:

CEO/Administrator is well regarded by the Board of Directors as well as the Office of the Governor with respect to her ability to manage projects delegated to the organization. What would move the CEO/Administrator from Highly Satisfactory to Outstanding would be greater confidence to share knowledge and offer counsel versus primarily being the recipient of direction from the Chair and the Office of the Governor. Additionally, maintaining momentum and a high motivation consistently through the duration of projects would be of great importance.

	OUTSTANDING	HIGHLY SATISFACTORY	SATISFACTORY	MARGINAL	UNSATISFACTORY
B. Fiscal Responsibility	x				

COMMENTS/JUSTIFICATIONS:

The CEO/Administrator has led the team through multiple clean audits, consistently reduced expenses of the organization, while enhancing the revenue of the organization most especially through grant funding. Investments have been actively managed during her tenure which has resulted in a highly productive portfolio.

	OUTSTANDING	HIGHLY SATISFACTORY	SATISFACTORY	MARGINAL	UNSATISFACTORY
C. Operations & Maintenance of the Organization	x				

COMMENTS/JUSTIFICATIONS:

The CEO/Administrator has maintained a productive workforce at the organization. Managers are all busy and continue to receive new directives. Ad hoc project teams have been highly effective, most especially in meeting the emergency COVID19 response activities.

	OUTSTANDING	HIGHLY SATISFACTORY	SATISFACTORY	MARGINAL	UNSATISFACTORY
B. Building Partnerships					



	X				
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COMMENTS/JUSTIFICATIONS:

The CEO/Administrator has worked well with the Oversight Chair at the legislature. Additionally, the press has been highly positive towards the organization for its work in various areas of the economy.



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PART IV. OVERALL RATING (Overall Rating based on Parts I, II, & III)

x	OUTSTANDING
	HIGHLY SATISFACTORY
	SATISFACTORY
	MARGINAL
	UNSATISFACTORY

Completed By (Supervisor):



 Supervisor's Signature



 Title

 2-9-21

 Date



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COMPLETED BY EMPLOYEE:

Concur

Do not Concur *(Employee comments are mandatory if this option is selected)*



EMPLOYEE COMMENTS: *(May include reactions, concerns, agreements or disagreements regarding performance evaluation/development plan)*

