

**University of California, Davis**  
**EMPLOYEE PERFORMANCE APPRAISAL REPORT**

This form is used to evaluate the performance of staff employees. Examples of well-written evaluations and summaries of accomplishments are on the web at  
[http://www.hr.ucdavis.edu/Forms/All/Perf\\_Eval](http://www.hr.ucdavis.edu/Forms/All/Perf_Eval).

**Performance Period** (month/day/year): from \_\_\_11/2008\_\_\_ to 6/30/2009

<b>Denise Malloy</b> Employee Name	_____ <b>Employee ID Number</b>
_____ <b>Title Code</b> _____ <b>Payroll Title</b>	_____ <b>Percent Appointment</b>
_____ <b>Personnel Program or Bargaining Unit</b>	UC Davis Extension <b>Department</b>
_____ <b>Working Title</b> (optional)	<u>10 months</u> <b>Length of Time in this Position</b>
<u>Kristen Hoard</u> Supervisor's Name	<b>Supervised for entire review period?</b> ___ <b>If no, for how many months?</b> <u>10</u>

**A. Position's Scope**

*Brief overview of what the overall position responsibilities.*

**Scope:**

Under direction of the lead Instructional Designer, this position works with faculty and instructors to create new courses for distance delivery and to define and implement appropriate instructional strategies to redesign existing coursework for distributed delivery via the web, with no loss of integrity or effectiveness. Specifically, works with faculty to determine educational objectives, learning outcomes, audience assessment, ensure copyright procedures are followed, assist in determining course format, content capture methodology, media elements to be included in course, interactivity elements, assessment techniques, and overall course design.

*Denise's* strengths are: **achiever, individualization, learner, positivity, woo**

**B. Contributions, Accomplishments and Performance**

*This section should contain the most information regarding the employee's performance and clearly state **area's for improvement**.*

*(\* For CX, TX, and SX it is required that you list job functions with percentages as stated on the PD – must equal 100%. \*\* For PSS/99 employees, the % breakdown of functions is optional.)*

Denise has become a welcome addition to the OLE team. She became a fully functioning member of the team within about a week of her first start day. She learned the software and our process quickly and was able to start producing work almost immediately.

One of the first projects she worked on was the very high profile Mouse Pathology course. This was a pretty challenging project to throw at her at the beginning but it needed to get produced and she was available. Denise followed the existing design and worked her way through the first lesson, learning the ropes as she waded through the content. She used her ID knowledge to make the complex concepts clearer for the students and as she continued to work through more lessons she added her own design elements to the course. This design process involved searching for appropriate images and checking copyright issues. She expanded on my design for the branched scenarios and incorporated more depth to the lessons. I was amazed at how quickly she learned and how she added so much value to the course.

She produced almost the whole course herself, which was quite large with over 16 lessons and several different presenters. The content was challenging and she waded through the sometimes very technical content to produce instructionally sound lessons that helped communicate the content to the students in a clear and understandable manner.

After a very short training period Denise was able to produce the lessons on her own, within budget and many times finish before the deadline. Her enthusiasm and creativity and solid work ethic made this course an extremely successful project. Sometimes her enthusiasm gets the best of her as she moves very quickly through the work and misses some fine details. In this area, she could improve by slowing down a little and paying attention to the fine details on a project and checking over her work.

This course has turned out to be extremely successful and well received by both the instructors and students. This could possibly be one of the best courses we have produced and I see it being in the running for awards in the future and Denise made most of that success happen.

Denise also produced a very effective and engaging information session for the course that is used to market the course to students. She took the initiative to develop a portion of the session in Flash which involved her using her own Macintosh laptop. She taught herself some new things and was able to incorporate the Flash piece into the Articulate presentation. The end result is a very professional and engaging piece that the client was very pleased with. Several times I got emails from the instructor complimenting Denise's work on the project as a whole.

Denise also jumped in on another project for the Energy Demand course. Robin was in a time crunch and delegated some work to Denise. She finished the work in time and helped to get the lesson up in time for the students. By pitching in and taking direction from one of her co-workers, Denise demonstrated that she is truly a team player.

Not to let Denise off the hook easily, we threw another intense project at her right after the mouse project, the Health Informatics course. This course ran into some major scheduling problems because of instructor delays and Denise really saved the day with her lightning speed development skills.

She agreed to work a lot of overtime to get the course produced quickly. Denise took the lead and came up with a really nice design concept for the course. However, we did have to tone the design down later in the project to meet budget and timeline considerations and make it more

efficient to produce. This is an area where I would like to see Denise improve upon as far as the balance of design, budget, and timeline are concerned. There were several different instructors involved in the course and this posed unique challenges for Denise as she had to learn their different styles and meld them all into a cohesive course. She spent time on breaking down complex graphics into small chunks that were more understandable to the student. She also learned how to use Quizmaker in the process which added to her skills. She worked diligently on this course to meet the deadlines and in the end she really came through for OLE to produce a highly professional course.

Denise also worked on the Project Management Revamp. She worked on two courses to develop the lessons in a timely manner. This was a different process for OLE as we were updating some courses to the new format. We had the challenge of incorporating Powerpoint and audio with a very low budget. Denise was able to work within the parameters to create a low tech but very professional course. As usual, she completed with work in record speed with little direction and got the course up on time.

Later in the year I enlisted Denise to help me with the Diversity project as we had a tight deadline and we had to divide and conquer the development to complete the project on time. I assigned Denise the tutorial portion of the training and she did a fantastic job with it. Again, I gave her minimal direction and she added her own flare to the tutorial making it even better than I had imagined.

She also helped with the revisions on the course which was very challenging. The course had several branched scenarios with very complex animation, I simply showed her how they worked one time and she picked it up immediately. She was able to jump in on a big jumble of a mess of a Powerpoint and make all the changes with very little direction. This was truly a team project at this point to get the revisions completed and I was thrilled she got it done so quickly.

Denise also spent time researching and reading a lot of Elearning and online learning principles and as been active in implementing a lot of that knowledge. She has a voracious appetite for learning and it has helped to push the rest of the developers to learn more as well.

**SUPERVISOR'S RECOMMENDATION:**

**I rate \_Denise's performance for this review period as:**

- X Meets or Exceeds Expectations
- Does Not Meet Expectations

**C. Goals from Last Year**

*Identify each goal set for this past year and address if and when it was completed and the success of it. Additional goals may be added.*

**Goal 1:** NA

**Outcome:**

**Goal 2:**

**Outcome:**

**Goal 3:**

**Outcome:**

**Goal 4:**

**Outcome:**

**D. 360 Degree Input**

*List in italics positive and constructive feedback about the employee's performance from staff, colleagues, and customers (see 360 Degree Guidelines). **If you incorporate this feedback throughout the document it must be ITALICIZED.** \* Remember: During the Performance Appraisal process, union covered employees (CX, TX, SX) cannot give feedback on any other covered employee.*

*Denise has been a great addition to the team and I have been impressed with how quickly she began producing quality work.*

*Denise effectively models all of the UCDE Interpersonal Core Competencies in that she is respectful to everyone, she's a consummate team player and goes out of her way to make herself available to help her colleagues, she's fun to be around, she's very supportive and*

*complimentary of other's accomplishments, and she truly enjoys the work we do.*

*Denise's work on the Mouse Pathology course has been outstanding. She is able to take complex and potentially dry material and give it energy and life. She is able to break apart complicated material so that it is understandable and well paced. She has a good eye for design.*

*I am especially happy with the work she produced for Mouse Part A. Her efforts went a long way toward making somewhat particular clients very happy.*

*My day to day experience in working with Denise is that she is always pleasant, eager to help, has thoughtful and innovative ways of looking at design issues and is always willing to share ideas. We work well together and have complementary skills.*

*I also find Denise to be extremely hard working, extremely reliable and committed to a quality product.*

*Denise has displayed her creativity in numerous projects but her biggest contribution and success was in making sure the Pathobiology of the Mouse course and information session both were developed with lots of interactivity that would be engaging for the students while also staying within the allotted timeline and budget.*

*She presents a very professional image for OLE as well.*

*I have found her communicative and knowledgeable. She is very friendly and pleasant to work with.*

*What I like about working with Denise is that she is always looking to learn more and she is willing to share what she learns.*

*Denise is a wonderful addition to our team. She jumped right in, rolled up her sleeves, got her feet wet, and, in my opinion, set the standard for a productive work schedule that all the other seasoned developers should follow. She's averaging 35 hours of productive time in a 40 hour week - amazing! She doesn't hesitate to let us know when her task load is getting light which demonstrates to me that she has a very high work ethic and I appreciate that about her.*

**E. Training Completed**

*(UCDE HR collects and provides trainings/courses completed by employees that have been provided to them throughout the year. If your training is not included, please add this information to this section and email the name of the course/training to HR to include in the database).*

Course/Class/Conference	Dates
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**SEE ATTACHED.**

**F. Committees**

List all committees in which employee participated (internal and external to UCDE).

Denise did not serve on any committees this year.

### **G. UCDE Core Competencies and Values and UCD Principles of Community**

Denise demonstrates the UC Davis Core Values and Competencies by always respecting her co-workers and working in an ethical manner. In particular, she has been very conscientious about portraying people fairly in the Diversity training.

### **H. Safety**

*Comment on the safety record of the employee and how well the employee exhibited and/or demonstrated a safe working environment.*

Yes, employee is following all safety requirements.

Comments:

No, employee is not following safety requirement. As the supervisor of this employee I understand it is my responsibility to contact UCDE HR for assistance.

Comments:

### **I. Opportunities for Growth**

*Comment on an area or areas the employee should develop knowledge or skills. For example: Employee is assuming responsibilities in a new program area and must work with mentor and supervisor to assess which classes and trainings necessary to assist employee in attaining further success, or employee's communication skills with external clients could be improved to work in a more positive manner. Employee will be mentoring with supervisor to improve communication skills as well as identify appropriate training opportunities.*

**REMEMBER:** This information must have already been communicated to the employee prior to the appraisal. Follow with your assessment.

*Please Note:* It is our practice at UCDE that all performance appraisals include at least one area for growth.

#### **Area(s) for Growth:**

Denise is a highly creative person and very visual and it shows in the work she produces. This is one of her greatest strengths but sometimes it gets in the way of "seeing the forest through the trees." I would like to see Denise get a better sense of when to tone down the visual components so that it does not distract from the importance of the learning. In relation to this I would like to

see her improve in double-checking her work and some of the fine details on a project to make sure everything is correct.

Denise is learning to balance her desire to make the courses visually rich with the budget constraints put on us by the program units. I would like to see her grow more in this area and craft global solutions to course design that will help save time in the development process.

### **J. Future Goals**

*State goals for the next performance period as well as any mid-range and long term goals (refer to employee's PDP/IDP). Include clearly stated expectations as well as a preferred completion date.*

**Goal 1:** I would like Denise to take an active role in developing online tutorials for instructors on how to develop online courses. We have a number of tutorials planned for instructors and I would like her to do the upfront instructional design, content development and course development.

**Preferred Completion Date:** January 2010

**Action Steps:** Work with Kristen and Rita to determine learning objectives and content outline for the tutorial. Work through the production process to develop the online tutorial.

**Goal 2:** I would like Denise to hone her Flash skills and develop more Flash pieces that we can incorporate into our courses and elearning projects.

**Preferred Completion Date:** June 2010

**Action Steps:** Find and take Flash training courses. Spend time each month learning Flash as part of her weekly tasks. Take on small Flash projects that will help her learn the program.

**Goal 3:** Denise should be the lead designer on a course and own the project as a whole and see it through. This would involve initial meetings with the instructor, designing the course format to fit into the budget and timeline, and working one-on-one with the instructor on all aspects including development and learning activities.

**Preferred Completion Date:** May 2010

**Action Steps:** Work with Kristen and Rita to determine an appropriate project. Shadow Kristen as she works through these steps on a project and learn the process. Delegate tasks for the project to other developers if needed.

**Goal 4:** Develop process standards and efficiencies and write documentation to help train other developers.

**Preferred Completion Date:** January 2010

**Action Steps:** Document her process for developing a course in detail. Create short instructional documents that explain the process. Teach other developers the process.

**K. Affirmative Action (For employees who supervise)**

*How has the supervisor contributed to UCDE's affirmative action?*

**Evaluation:**

Yes, this employee follows affirmative action initiatives.

No, employee does not follow affirmative action initiatives and will attend training within the next three (3) months.

**L. Supervision (For employees who supervise)**

*Comment on the employee's role, performance, and success as a supervisor. How has this supervisor been a role model and leader for his/her team?*

**Evaluation:**

**M. Overall Comments on Performance and Accomplishments**

*Summarize the employee's overall performance during the review period.*

Wow. That is the only way to describe the addition of Denise to our team. I can't imagine us picking a better candidate for the position. From the moment she started here, she has taken to this work like a fish to water. When Denise started, she hit the ground running and she has not stopped. She quickly learned the ropes of the development process and easily picked up Articulate and Engage. Her knowledge from her degree in Instructional Design was evident in the work she has produced this year as she churned out high quality presentations. People enjoy

working with her and many times instructors and colleagues have provided positive feedback about her work.

Time and again I have been able to hand her tasks that she immediately grasped and completed with a high degree of quality, speed and efficiency. In the short time she has been here she has surpassed everyone else in her ability to produce work on time, within budget and most importantly with a high level of quality. At times she works so efficiently that I have to scramble to find her more tasks and keep her busy.

She has developed new ideas for presentations and efficiencies in the production process. She devours new knowledge and strives to create a high quality product every time. Even when she was given constraints on budget and creativity she excelled.

The addition of Denise to our team has given us a great shot in the arm in terms of excellence and creativity and it is rubbing off on all the developers. Her ideas and creativity are an added bonus to a truly great work ethic and she has become an enthusiastic and now vital member of our team. She is wonderful to be around and makes the workplace fun and is always enthusiastic about developing online learning. We are so pleased to have her with us and find her an invaluable member of the team.

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**MERIT RATING PAGE**

Period covered (month/day/year): from \_\_\_\_\_ to 6/30/2008

\_\_\_\_\_  
Employee Name

UC Davis Extension  
Department

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**INSTRUCTIONS: Each Supervisor is required to complete a merit rating page on each of his/her employees.**

**AUTHORIZED MERIT RATING** (See instructions)

Direct Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

- Outstanding
- Very Good
- Satisfactory
- Less than satisfactory

**UC Davis Extension's Rating Definitions**

**Outstanding:** Employee consistently performs well beyond the position's expectations.

**Very Good:** Employee often performs beyond the position's expectations.

**Satisfactory:** Employee consistently meets the position's expectations.

**Less than Satisfactory:** Employee often fails to meet the position's expectations.

**O. Signatures**

_____	_____
[Employee Name] I have read and received a copy of this evaluation.	Date
_____	_____
[Supervisor Name] This is my evaluation of the employee's performance during the review period.	Date
_____	_____
[Department Head] I concur with this evaluation.	Date

**Department Head Comments:** (optional)

**Employee Comments:** (optional)