



## Employee Performance Appraisal Form

For Administrative/Professional Staff

**Annual Evaluation Timeline** April 1 to June 1

Performance Appraisal must be filed with the Human Resources Department and a copy retained by the employee.

Employee Name: Hunn Niares A.  
last first middle initial

Position: Senior Instructional Designer

Date of Review: May 19, 2009

Location: Instructional Resources

Department: Media Services

Appraised by Immediate Supervisor: Herbert F. Niemeyer Date: 05/19/2009

Approved by Next Level Supervisor: Sarah Perkins Date:

Review by Vice-President Academic Affairs or Vice-President Student Affairs if applicable:

Sarah Perkins Date:

Review by Chancellor; President; Vice Chancellor as appropriate;

Marcia Pfeiffer Date:

**SECTION A – Job Performance**

**Note: Comment section must be completed.**

**Analysis and Planning:**

*Uses critical thinking and diagnostic skills to solve problems and develop effective work plans.*

Highly effective	Meets requirement	Needs improvement	Unsatisfactory
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comment:**

Niares was assigned the task of developing and implementing Elluminate training for the Professional Development Day District Wide on October 21, 2008. She took the initiative to create handouts, evaluation forms, and a website to teach the course.

**Adapting to Change:**

*Identifies and accepts the need to change. Generates and evaluates ideas to identify more effective ways of working.*

Highly effective	Meets requirement	Needs improvement	Unsatisfactory
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comment:**

Niares had to teach the Elluminate training and received various challenges that needed to be addressed. One of the challenges was the ability to upload a video clip and enroll participants into the Elluminate Demonstration and Practice Module. Once she realized that this was a challenge, she collaborated with a colleague, Jim Bone to facilitate this process. This permitted all attendees access and view the video and Elluminate Module through Blackboard along with additional resources for review.

Nia has been instrumental in the Distance Education Learning committee working with Dr. Paul Pai and others across the College to verify our efforts in Distance Education.

**Ethics:**

*Behaves in accordance with the rules and standards governing conduct in his or her position. Is truthful with supervisor and others.*

Highly effective	Meets requirement	Needs improvement	Unsatisfactory
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comment:**

Niares is a dependable and effective professional who is timely with projects and assignments. She adheres to the rules and standards that govern her position as an instructional designer.

**Team Orientation and Interpersonal Skills:**

*Establishes and maintains good working relationships with superiors, peers, and subordinates. Demonstrates candor, composure, objectivity and commitment to obligations in all working relationships.*

Highly effective	Meets requirement	Needs improvement	Unsatisfactory
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comment:**

Niares has worked on projects with her peers for several staff at the Florissant Valley campus. She is enthusiastic about her collaboration and communicates effectively via email or other forms of communication. She also works with peers on the Distance Education Committee to revise the current distance learning catalog. Niares has also been assigned as a team member on the Student Email System so that she is knowledgeable and able to assist both students and staff with implementation of the new communication tool at St. Louis Community College. She has also been working with a subcommittee of CIDTAG to launch a synchronous learning tool, Elluminate for faculty and staff to have real-time training and meetings.

Nia truly gets the spirit of Florissant Valley and she brings new clients to the department along with her. Nia is a model for our staff and students of a well grounded individual leading a balanced life.

**Collaboration and Cooperation:**

*Demonstrates an ability to work in a collegial manner with all personnel levels to achieve goals and objectives.*

*Focuses on taking actions that support the College's mission, vision and values.*

Highly effective	Meets requirement	Needs improvement	Unsatisfactory
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comment:**

Niares works in a collegial manner with staff and students to promote the college goals, vision, and values. She has worked with the Teresa Huether, CTL coordinator for the Professional Development Day and the Elluminate Training for faculty and staff at Florissant Valley and other campuses. She has also collaborated with other instructional designers such as Linda Hubble for the Distance Education Online Training Modules for Novice and Experienced Faculty, Elluminate Co-chair with Dr. Jyoti Pande for the Elluminate Pilot Training and now with Alane Breitmeyer.

Nia truly understands the solid triumvirate of Instructional Resources and why the elements of Media Library and the Center for Teaching and Learning all report to the Vice President for Academic Affairs.

**Communication:**

*Demonstrates the ability to express ideas both orally and in writing in a clear and effective manner. Speaks and writes with sensitivity to how his or her words may be taken by others, and focuses on the appropriate parties to whom communication should be directed.*

Highly effective	Meets requirement	Needs improvement	Unsatisfactory
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comment:**

Niares communicates effectively with supervisor and peers to achieve departmental goals and provide service to the customers at the Florissant Valley campus. She uses the email and other communication tools to convey the request and tasks that she strives to fulfill.

Nia already has a strong supportive network of enthusiastic satisfied clients and colleagues.

**Responsibility and Accountability:**

*Understands and performs one’s job responsibilities as they relate to others and the College as a whole. Accepts accountability for her/his job performance.*

Highly effective	Meets requirement	Needs improvement	Unsatisfactory
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comment:**

Niares is knowledgeable of her role as instructional designer and the tasks that are assigned to her. She takes great pride in accomplishing and fulfilling the duties that are designated for her expertise such as instructional tools, training, and other duties as assigned.

Niares’ excellent communication skills avert issues or problems at “show-time”.

**Commitment to Development:**

*Develops own and others’ capabilities to better meet the needs of the College.*

Highly effective	Meets requirement	Needs improvement	Unsatisfactory
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comment:**

Niares is committed to her professional development to better meet the needs of the college. She has continued to take courses in Online Course Development as well as Advanced Courses in Flash and HTML. She is also scheduled to attend the Instructional Design and Support Workshop this summer at the 2009 St. Charles Community College.

**Job Effectiveness:**

*Demonstrates the ability to solve problems, make decisions, identify alternative solutions and assess results.*

Highly effective	Meets requirement	Needs improvement	Unsatisfactory
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comment:**

Niares demonstrates the ability to solve problems and make decisions when required in her daily tasks. She prioritizes assignments based on the deadlines and helps the customer decide the best technology for a given project. For example, when assisting a fellow colleague, Dr. Jyoti Pande to determine what instructional technology tools could used to implement the training of faculty for the Elluminate Pilot Study, she was very instrumental along with the team members (Jim Bone and Linda Hubble) to launch a one day (8 hour training) at Florissant Valley. This training allowed faculty to prepare for the semester long pilot study that would take place in the Spring of 2009.

She also assisted Senior Instructional Designer, Linda Hubble with the development of an online training module for novice and experienced faculty to utilize before launching an online course.

**Section B – Performance Objectives**

*Mandatory for probationary employee, and optional for non-probationary employee.*

<b>Objectives</b>	<b>Results achieved</b>	<b>Evaluation</b>
<p>1. Establish relationships with clients and their organization/department for Elluminate and other software training needs. Develops strategies to meet those needs.</p> <p>Target date: 6/30/09</p>	<p>1. The CTL Director at Forest Park Jyoti Pande and Niares were co-chairing the Elluminate Pilot Team which is now being Chaired by Niares and co-chaired by Alane Breitmeyer to assist with developing objectives, training, and district wide implementation of the Elluminate software. Also, the Business, English, and other Florissant Valley Departments desire training for their faculty and students to enhance their asynchronous and synchronous learning experience via Blackboard. The target date should be met. Niares also serves as a member of the Professional Development Council at the Florissant Valley Campus.</p>	<p>1. Niares is doing well with the Elluminate Pilot Team which is now developing protocols to be implemented district wide along with determining whether Elluminate will continue to be STLCC's synchronous software pass the August 30<sup>th</sup> pilot time frame. Niares is making good progress on this objective and is seeking input from customers to ensure that quality service is provided.</p>

**Section B – Performance Objectives (contd.)**

<b>Objectives</b>	<b>Results achieved</b>	<b>Evaluation</b>
<p>2. Provides training for the faculty and staff that desire to take the Essential Technology Skills Certificate Test in preparation for the Office Productivity Certificate Program.</p> <p>Target Date:6/30/09</p>	<p>2. The CTL Coordinator Teresa Huether will collaborate with Niares scheduled trainings for interested Florissant Valley personnel that desire to take the ETSC Proficiency test to enter the OPC Program. These trainings are offered several times throughout the year during Professional Development and Service week along with individual follow-up training for non-successful participants as needed.</p>	<p>2. Niares is making good progress on this objective and provides the flyers and other essential tools necessary to accomplish this goal.</p>
<p>3. Collaborates and performs duties as assigned on the Distance Education Committee such as training, testimonials to Leadership Team and Councils as needed, and development of committee objectives.</p> <p>Target Date: 06/30/09</p>	<p>3. Niares was assigned to Distance Education Committee to provide input about training needs for faculty and online course development. Linda Hubble, Senior Instructional Designer at Meramec along with Nia Hunn were given the task this summer of developing training objectives for the online training module for the Distance Education Committee. The project is waiting final approval from NEA and the STLCC Leadership Team. Currently awaiting results since this is an ongoing project.</p>	<p>3. Niares is doing an outstanding job on this important objective. Linda and Nia have collaborated district wide along with other key members to develop the goals and objectives for the Distance Education Committee to move forward with launching synchronous courses for the district.</p>



**Section B – Performance Objectives (contd.)**

<b>Objectives</b>	<b>Results achieved</b>	<b>Evaluation</b>
<p>4. Partnering with colleagues to perform duties as assigned on the Distance Education Subcommittee such as the diagnostic tools for online learning.</p> <p>Target Date: 06/30/09</p>	<p>4. Niares was assigned to the Distance Education Subcommittee by Phil Hanson of the Cosand Center to assist with an Assessment and Diagnostic tool for online student learning. This task was assigned to Phil Hanson and members by Dr. Donna Dare, VCASA to assist with the Assessment and Evaluation portion of the Distance Education Committee.</p>	<p>4. Niares and the committee members recommended that the READI software is utilized along with additional components to diagnose student readiness for online learning. The team recommended that the software is utilized for a one year pilot study to determine how effective it is with student retention for online learning. The team members and instructional designers will work with the CTL's and Academic Support Services to assist faculty and staff with training for software deployment.</p>

**SECTION C - Overall Comments**

Comments on overall level of performance.

Niares is in the second year of her probationary period. During the first year, she learned a lot about the operations and culture of the College. Her progress on her objectives this year is remarkable. Niares is doing excellent and is making positive contributions to Florissant Valley and the College. She is vital to Media Services and Academic Affairs.

**Overall Appraisal Rating** (please check one)

Highly effective	Meets requirement	Needs improvement*	Unsatisfactory*
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*Note:** A Performance Improvement Plan must be done for any **Overall Appraisal** rating of “Needs Improvement” or “Unsatisfactory” ratings. The supervisor is required to call the Sr. Manager, Employee and Labor Relations in the Human Resources Department for assistance.

**SECTION D – Objectives and Development Planning Section**

Indicate specific objectives to be accomplished by the employee during the next appraisal period.

Niares should continue to pursue opportunities to interact with various personnel on the campus to learn more about the core values and mission of St. Louis Community College. In addition she is encouraged to:

Increase 10% of student and faculty usage of technological tools such as Blackboard, Elluminate, and the Student Email System by June 30, 2010

Implement a department training program in conjunction with the CTL to train faculty and staff on synchronous learning tools (such as Elluminate) for their classes, office hours, or meetings by June 30, 2010

Develop and deploy more online classes throughout the district in conjunction with the CTL for faculty to increase online enrollment at STLCC by June 30, 2010

Identify development objectives, and list activities to improve his or her demonstration of the competencies indicated as Needs Improvement or Unsatisfactory.

**SECTION E – Employee’s Comments (Optional)**

Supervisor’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

The employee’s signature means that the employee has reviewed the appraisal. It does not necessarily connote agreement.