

**YOSEMITE COMMUNITY COLLEGE DISTRICT, LEADERSHIP TEAM  
JOB PERFORMANCE APPRAISAL FORM (BIENNIAL)**

Date: \_\_\_\_\_ Name of Evaluatee: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Please review the Leadership Team Handbook, **Section H**, for detailed instructions. Specific improvement comments are mandatory when **Below Expectations** is checked.

	Exceeds Expectations	Meets Expectations	Below Expectations	No Basis for Judgment
<p><b>1. Accountability</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Accepts responsibility for the consequences of his/her actions, including honesty, integrity, and support of institutional decisions. <b>Comments:</b></p>				
<p><b>2. Attendance</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Maintains an acceptable attendance record: arrives to work on time; maintains regular work hours; complies with absence procedures; makes request for vacation and other leaves of absence, and reports such leaves in a timely and prescribed manner. <b>Comments:</b></p>				
<p><b>3. Attitude</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Consistently accepts job-related work assignments and accepts constructive counsel in a positive manner; displays good work ethic and positive demeanor. <b>Comments:</b></p>				
<p><b>4. Communication</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Speaks and writes clearly in a manner that is easily understood by others; possesses good language skills, listens to others, and is accessible. <b>Comments:</b></p>				
<p><b>5. Customer Service</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Strives to provide excellent service to internal and external customers. <b>Comments:</b></p>				
<p><b>6. Flexibility</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Considers, accepts, and implements new ways of doing work tasks: adaptability and openness to new ideas, such as technologies, policies, procedures, and changes in workload. <b>Comments:</b></p>				

	Exceeds Expectations	Meets Expectations	Below Expectations	No Basis for Judgment
<p><b>7. Initiative</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Self-starter in performing the job's responsibilities and functions; requires limited supervision and seeks opportunities to further support the mission of the organization.  <b>Comments:</b></p>				
<p><b>8. Judgment</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Makes reasonable and logical analyses before taking appropriate action, uses common sense in decision-making and working with people, respects confidentiality, and uses appropriate self-restraint when warranted.  <b>Comments:</b></p>				
<p><b>9. Knowledge</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Demonstrates appropriate knowledge to effectively perform the job duties; understands the applicable job rules, procedures, and policies.  <b>Comments:</b></p>				
<p><b>10. Leadership</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Effectively leads and trains personnel working in the supervised area; models appropriate behavior.  <b>Comments:</b></p>				
<p><b>11. Planning/Organizing</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Effectively plans and organizes work assignments.  <b>Comments:</b></p>				
<p><b>12. Problem Solving</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Effectively recognizes and resolves work-related problems; attempts to resolve conflicts professionally.  <b>Comments:</b></p>				
<p><b>13. Resource Management</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Effectively manages financial resources (material and human) in a way that is consistent with College/District goals, objectives, and priorities.  <b>Comments:</b></p>				

	Exceeds Expectations	Meets Expectations	Below Expectations	No Basis for Judgment
<b>14. Safety Awareness</b> Practices, educates, and enforces safety/health policies and procedures. <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15. Inter-Personal Skills</b> Motivates and works effectively with co-workers. (For example, uses courtesy, tact, honesty, trust, discretion.) <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. Supervision</b> Effectively provides guidance and supervision to assigned personnel. (For example, schedules, assigns, coordinates, supervises, enforces work rules, conducts evaluations of subordinates, and delegates responsibilities as appropriate.) <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17. Work Quality</b> Performs work in an accurate and effective manner. <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>18. Team Work</b> Works well within groups, contributes to group goals, is supportive of others' ideas and suggestions, seeks collaborative solutions. <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19. Productivity</b> Performs job tasks and responsibilities that meet accepted workload expectations and deadlines. (For example, establishes priorities and balances workloads.) <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>20. Professional Development</b> Seeks education and training opportunities that improve job-related skills, knowledge, and abilities. <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is current on required Training:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b> <span style="color: red;">If no, note deficiencies with dates to complete:</span>				

	Exceeds Expectations	Meets Expectations	Below Expectations	No Basis for Judgment
<b>21. Equal Employment Opportunity</b> Demonstrates sensitivity to and understanding of the diverse backgrounds of students, employees, and the community. <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>22. Student Learning Outcomes (if applicable)</b> Uses data analysis to assess learning outcomes to support improvement in teaching and learning for program improvement. <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>23. Summary of Job Performance:</b>				

This evaluation represents my best judgment of this Leadership Team Member's performance. My signature indicates I have discussed this evaluation with the Leadership Team Member.

Date: \_\_\_\_\_ Signature of Evaluator: \_\_\_\_\_

This job performance appraisal form has been discussed with me by my evaluator. I understand that my signature does not necessarily mean that I agree with this evaluation. I know this evaluation will become part of my personnel files and I have the right to respond in writing within 10 days.

Date: \_\_\_\_\_ Signature of Evaluatee: \_\_\_\_\_