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.

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1. **Accountability**

   Accepts responsibility for the consequences of his/her actions, including honesty, integrity, and support of institutional decisions.

   **Comments:**

2. **Attendance**

   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.

   **Comments:**

3. **Attitude**

   Consistently accepts job-related work assignments and accepts constructive counsel in a positive manner; displays good work ethic and positive demeanor.

   **Comments:**

4. **Communication**

   Speaks and writes clearly in a manner that is easily understood by others; possesses good language skills, listens to others, and is accessible.

   **Comments:**

5. **Customer Service**

   Strives to provide excellent service to internal and external customers.

   **Comments:**

6. **Flexibility**

   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.

   **Comments:**
### 7. Initiative
Self-starter in performing the job’s responsibilities and functions; requires limited supervision and seeks opportunities to further support the mission of the organization.

**Comments:**

### 8. Judgment
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.

**Comments:**

### 9. Knowledge
Demonstrates appropriate knowledge to effectively perform the job duties; understands the applicable job rules, procedures, and policies.

**Comments:**

### 10. Leadership
Effectively leads and trains personnel working in the supervised area; models appropriate behavior.

**Comments:**

### 11. Planning/Organizing
Effectively plans and organizes work assignments.

**Comments:**

### 12. Problem Solving
Effectively recognizes and resolves work-related problems; attempts to resolve conflicts professionally.

**Comments:**

### 13. Resource Management
Effectively manages financial resources (material and human) in a way that is consistent with College/District goals, objectives, and priorities.

**Comments:**
14. **Safety Awareness**  
Practices, educates, and enforces safety/health policies and procedures.  
Comments:

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15. **Inter-Personal Skills**  
Motivates and works effectively with co-workers. (For example, uses courtesy, tact, honesty, trust, discretion.)  
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16. **Supervision**  
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.)  
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17. **Work Quality**  
Performs work in an accurate and effective manner.  
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18. **Team Work**  
Works well within groups, contributes to group goals, is supportive of others' ideas and suggestions, seeks collaborative solutions.  
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19. **Productivity**  
Performs job tasks and responsibilities that meet accepted workload expectations and deadlines. (For example, establishes priorities and balances workloads.)  
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20. **Professional Development**  
Seeks education and training opportunities that improve job-related skills, knowledge, and abilities.  
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**Is current on required Training:**  
[ ] Yes  [ ] No  
Comments: If no, note deficiencies with dates to complete:
21. **Equal Employment Opportunity**
   Demonstrates sensitivity to and understanding of the diverse backgrounds of students, employees, and the community.
   **Comments:**

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22. **Student Learning Outcomes** *(if applicable)*
   Uses data analysis to assess learning outcomes to support improvement in teaching and learning for program improvement.
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23. **Summary of Job Performance:**

   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: ___________________________