YOSEMITE COMMUNITY COLLEGE DISTRICT, LEADERSHIP TEAM
MEASURABLE GOALS FORM (ANNUAL)

Evaluatee Name/Title: ____________________________________________
Evaluator Name/Title: ____________________________________________
Goals for the Period of: ____________________________________________

In collaboration with his/her supervisor, the Leadership Team member will identify one to three goals annually. (Examples may include but are not limited to: professional/personal development, departmental improvements, and new projects.)

Goal 1
Goal:

Method of Measurement/Outcome:

☐ Goal Achieved ☐ Goal Still in Progress ☐ Goal Not Met

Goal 2
Goal:

Method of Measurement/Outcome:

☐ Goal Achieved ☐ Goal Still in Progress ☐ Goal Not Met

Goal 3
Goal:

Method of Measurement/Outcome:

☐ Goal Achieved ☐ Goal Still in Progress ☐ Goal Not Met

YCCD Leadership Team Handbook 2015
Yosemite Community College District, Leadership Team

Job Performance Appraisal Form (Biennial)

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

<table>
<thead>
<tr>
<th></th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations</th>
<th>No Basis for Judgment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Accountability</td>
<td>□</td>
<td>□</td>
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<tr>
<td></td>
<td>Accepts responsibility for the consequences of his/her actions, including honesty, integrity, and support of institutional decisions. Comments:</td>
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<td>2. Attendance</td>
<td>□</td>
<td>□</td>
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<tr>
<td></td>
<td>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:</td>
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<td>3. Attitude</td>
<td>□</td>
<td>□</td>
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<td></td>
<td>Consistently accepts job-related work assignments and accepts constructive counsel in a positive manner; displays good work ethic and positive demeanor. Comments:</td>
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<td>4. Communication</td>
<td>□</td>
<td>□</td>
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<td>Speaks and writes clearly in a manner that is easily understood by others; possesses good language skills, listens to others, and is accessible. Comments:</td>
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<td>5. Customer Service</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<td></td>
<td>Strives to provide excellent service to internal and external customers. Comments:</td>
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<td>6. Flexibility</td>
<td>□</td>
<td>□</td>
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<td></td>
<td>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:</td>
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### 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:**
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<tr>
<td>14. <strong>Safety Awareness</strong></td>
<td>❑</td>
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<td>Practices, educates, and enforces safety/health policies and procedures. <strong>Comments:</strong></td>
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<td>15. <strong>Inter-Personal Skills</strong></td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
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<td>Motivates and works effectively with co-workers. (For example, uses courtesy, tact, honesty, trust, discretion.) <strong>Comments:</strong></td>
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<td>16. <strong>Supervision</strong></td>
<td>❑</td>
<td>❑</td>
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<tr>
<td>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.) <strong>Comments:</strong></td>
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<td>17. <strong>Work Quality</strong></td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
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<td>Performs work in an accurate and effective manner. <strong>Comments:</strong></td>
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<td>18. <strong>Team Work</strong></td>
<td>❑</td>
<td>❑</td>
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<td>Works well within groups, contributes to group goals, is supportive of others’ ideas and suggestions, seeks collaborative solutions. <strong>Comments:</strong></td>
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<td>19. <strong>Productivity</strong></td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
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<td>Performs job tasks and responsibilities that meet accepted workload expectations and deadlines. (For example, establishes priorities and balances workloads.) <strong>Comments:</strong></td>
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20. **Professional Development**

   Seeks education and training opportunities that improve job-related skills, knowledge, and abilities.

   **Comments:**

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21. **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: ____________________________
YOSEMITE COMMUNITY COLLEGE DISTRICT, LEADERSHIP TEAM
EVALUATION SURVEY FORM (EVERY FOURTH YEAR)

Survey Participant
Name and Title: ________________________________
You have been selected to participate
in the performance evaluation of: ________________________________
(Evaluatee’s Name and Title)

In addition to the checked responses, please feel free to make comments. Attached is the job
description for this Evaluatee. *If “Below Expectations” is marked, please elaborate. Negative
unsubstantiated comments not related to pertinent job duties will not to be placed into the
Leadership Team Member’s personnel file.

**Job Function**

1. Please describe the nature of your interaction with this Leadership Team Member and rate the
effectiveness of your interactions.
   - ☐ Exceeds Expectations  ☐ Meets Expectations  ☐ Below Expectations*
   - Comment: ________________________________

**Leadership**

2. Please rate this Leadership Team Member’s effectiveness as a leader.
   - ☐ Exceeds Expectations  ☐ Meets Expectations  ☐ Below Expectations*
   - Comment: ________________________________

**Communication**

3. Please rate this Leadership Team Member’s written and verbal communication skills in matters
related to your program’s/department needs.
   - ☐ Exceeds Expectations  ☐ Meets Expectations  ☐ Below Expectations*
   - Comment: ________________________________

**Relationships**

4. Please rate this Leadership Team Member’s ability to develop and maintain positive
relationships.
   - ☐ Exceeds Expectations  ☐ Meets Expectations  ☐ Below Expectations*
   - Comment: ________________________________

4a. If applicable, please rate this Leadership Team Member’s interactions with the public.
   - ☐ Exceeds Expectations  ☐ Meets Expectations  ☐ Below Expectations*
   - Comment: ________________________________

Other Comments: ________________________________

Please return completed form to: ________________________________