



**YUBA COMMUNITY COLLEGE DISTRICT
PERFORMANCE PLANNING AND EVALUATION FOR MANAGERS**

Manager's Name:

Department:

Evaluation Period:

Colleague ID Number:

A. POSITION RESPONSIBILITIES. The level of performance in completing the duties and responsibilities required in the employee's "position description" and/or as set forth with employee as specific performance objectives.

Key priorities/initiative:

- 1.
- 2.
- 3.
- 4.
- 5.

Comments:

B. CONTRIBUTIONS TO ACHIEVING THE DISTRICT AND COLLEGE'S STRATEGIC PLAN.
An effective manager successfully completes or advances the strategies and activities of the strategic plan for which the employee is responsible to further the advancement of the District and College's strategic plan.

List Goal, Measure, Activities:

- 1.
- 2.
- 3.
- 4.
- 5.

Comments:

C. LEADERSHIP, MANAGEMENT, AND OPERATIONS. Examples of attributes of a successful manager *may* include, but not be limited to, such factors as: (1) Taking institutional view of issues; (2) Building consensus to achieve solutions; (3) Effectively recruiting, hiring, training/developing, leading departmental staff; (4) Managing departmental budgets and resources efficiently and effectively; (5) Following through on activities, assignments, and reports to assure timely completion.

List key attributes to this position:

- 1.
- 2.
- 3.
- 4.
- 5.

Comments:

D. ADDITIONAL PERFORMANCE MEASURES. Additional performance attributes may differentiate the employee from others. You may include, but not be limited to such things as (1) Consistently provides accurate information upon initial request; (2) Identifies cost saving ideas, process efficiencies and/or revenue growth programs; (3) Receives un-solicited acknowledgement from others of exceptional performance; (4) Communicates professionally and effectively to institutional stakeholders, (5) Demonstrates tact and diplomacy; (6) Other

List key difference makers in this position:

- 1.
- 2.
- 3.
- 4.
- 5.

Comments:

RECOMMENDATION: (Check One)

1. Do Not Recommend Rehire (Requires President/Vice Chancellor Review)
2. Remediation Plan (Requires President/Vice Chancellor Review)
3. Recommend Rehire

REASON(S) FOR RECOMMENDATION TO NOT REHIRE AND/OR SPECIFIC RECOMMENDATION(S) FOR REMEDIATION PLAN: (If #1 or #2 is checked in the above area, Supervisor completing the evaluation must identify and document areas for improvement.)

SIGNATURES

By signature below, I acknowledge receipt of this performance evaluation and have discussed its contents with my supervisor. I also acknowledge my right to respond to this evaluation within ten (10) calendar days.

Manager's Signature

Date

Supervisor's Signature

Date

Reviewer's Signature

Date

Reviewer should have opportunity to review evaluator's comments prior to the evaluation document being presented and discussed with manager.

This evaluation document shall be placed in your personnel file ten (10) calendar days from the date you receive the evaluation. Pursuant to Education Code section 87031, you have the right to comment in writing upon this evaluation, and you may have your written comments attached to this evaluation in your personnel file.