

Yuba Community College District Employee Performance Appraisal

Name _____
Position _____
Department _____

Colleague ID _____

Position ID _____

- 1 Does not meet minimum requirements
- 2 Needs some improvement
- 3 Meets expectations
- 4 Exceeds expectations

Quality of Work

Technical Knowledge of Job
Judgment Exercised
Accuracy of Work

1	2	3	4	Comments

Productivity

Ability to Organize Work
Quality of Work Performed
Thoroughness of Tasks Performed

1	2	3	4	Comments

Dependability

Performance Without Direct
Supervision
Adherence To Working Hours
Attendance
Dependability in Meeting Deadlines

1	2	3	4	Comments

Initiative

Efforts Toward Job Oriented
Improvement
Actively Seeks New Ways To
Improve Office / Department
Efficiency

1	2	3	4	Comments

Job-Related Characteristics

Organization
Tact and Diplomacy
Cooperation With Staff
Cooperation With Students
Cooperation With Public

1	2	3	4	Comments

Leadership Skills*

Planning and Assigning Tasks
Leadership
Decision Making
Training and Instructing Others
Fairness and Impartiality

1	2	3	4	Comments

*may not apply to all employees

Employee Comments _____

Reviewer's Signature _____

Supervisor's Signature _____

I have read this appraisal of my performance and discussed it with my supervisor

Employee's Signature _____

Date _____