

# NSPA STAFF EVALUATION

Staff Member:

Date:

Reviewer:

Please check appropriate rating box on this form or "0" for not observed or not relevant.

## JOB PERFORMANCE RATING FACTORS

- 5. Excellent. Fair exceeds standards.
- 4. Very Good. Exceeds standards.
- 3. Good. Meets standards.

- 2. Fair. Needs improvement.
- 1. Poor. Does not meet standards.
- 0. Not observed or not relevant.

Performance Rating Factors	5	4	3	2	1	0
<b>Work habits:</b> Observes working hours, attends scheduled meetings, work sessions						
<b>Industry/dedication to job:</b> Manifests enthusiasm and pride. Exerts extra effort. Gives full attention to duties as appropriate.						
<b>Planning, organizing &amp; scheduling:</b> Ensures stories, photos, and/or graphics are well-organized, accurate and produced on time. Adequately plans for deadlines to allow time to compensate for problems.						
<b>Quality of work:</b> Works to improve quality. Appears motivated to produce a high quality, reader-oriented publication. Stories, photos, graphics and/or layouts are well-written/produced.						
<b>Quantity of work:</b> Ensures deadlines are met so editions can be produced on time. Contributes his/her share to each issue.						
<b>Fosters creativity:</b> Uses good judgment in identifying areas of concern and finding creative alternatives and solutions. Seeks guidance and support if needed but assumes responsibility for completing tasks.						
<b>Comprehension &amp; adaptability:</b> Understands and shows willingness to try new ideas and to be an effective listener. Adjusts to new or changing situations and has a positive attitude toward constructive recommendations.						
<b>Dependable &amp; thorough:</b> Accomplishes desired action with minimum supervision. Accomplishes tasks without being prompted or reminded.						
<b>Conduct &amp; manner:</b> Contributes to the creation and maintenance of an open, friendly and professional environment. Conveys sincere desire to be helpful and cooperative. Sets good personal example. Promotes positive morale and team effort.						

Comments: