

NSPA STUDENT MEDIA MIDTERM STAFF EVALUATION

Please rate the performance of your fellow staff members based on the rating system below: Enter the **NUMERIC VALUE** or “N/A” for not observed or not relevant.

Job Performance Rating Scale: (A=4 B=3; C=2; D=1; F=0)

Performance Rating Factors													
Work habits: Observes working hours, attends scheduled meetings, work sessions													
Industry/dedication to job: Manifests enthusiasm and pride. Exerts extra effort. Gives full attention to duties as appropriate.													
Planning, organizing & scheduling: 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.													
Quality of work: Works to improve quality. Appears motivated to produce a high quality, reader-oriented publication. Stories, photos, graphics and/or layouts are well-written/produced.													
Quantity of work: Ensures deadlines are met so editions can be produced on time. Contributes his/her share to each issue.													
Fosters creativity: 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.													
Comprehension & adaptability: 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.													
Dependable & thorough: Accomplishes desired action with minimum supervision. Accomplishes tasks without being prompted or reminded.													
Conduct & manner: 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.													
TOTALS													

Please include constructive comments. If you give someone a rating of 3 or below, indicate what you think he/she can do to improve: