

# Staff Evaluations

Staff Member \_\_\_\_\_

Editor conducting evaluation \_\_\_\_\_ Issue \_\_\_\_\_

OBJECTIVE	Below (0-1 pts)	Meets (2-4 pts)	Exceeds (5 pts)
<b>Deadlines / Punctuality</b> <ul style="list-style-type: none"> <li>› Ability to hit deadlines on time with <i>quality</i> work</li> <li>› Gets work done in a timely fashion</li> <li>› On time for meetings (morning staff meetings or late nights)</li> <li>› Is ready for “we” time when it’s called</li> </ul>			
<b>Organization / Orderliness</b> <ul style="list-style-type: none"> <li>› Has all necessary materials for class, no need to “go to locker”</li> <li>› All materials and issue folder kept organized in efficient manner</li> <li>› Keeps workspace clean – chair pushed in, no trash or papers left behind, whiteboard kept updated and/or clean</li> <li>› Editors only – “In box” kept clear paperwork; memos dealt with promptly</li> </ul>			
<b>Job Requirements / Competence</b> <ul style="list-style-type: none"> <li>› Successfully completes all job requirements</li> <li>› Work reflects care and consideration; revises articles/ projects to guarantee accuracy and best effort</li> <li>› Uses effective communication skills; proper use of email and phone, especially when setting up interviews</li> <li>› Uses Press Pass on all interviews, errands, photo assignments, etc; brings Press Pass to class each day</li> <li>› Demonstrates commitment to improving skills and benefiting staff</li> </ul>			
<b>Responsibility / Initiative</b> <ul style="list-style-type: none"> <li>› Is reliable; staff can count on this person “following through”</li> <li>› “Steps up;” actively seeks ways to improve staff, to assist others, or to complete on-going projects after completing own work</li> <li>› Uses class time properly; no surfing or doing other homework</li> <li>› Good use of judgment in and out of class; actions reflect positively on the entire AJNP/ Bear Facts staff</li> </ul>			
<b>Cooperative / Team Attitude</b> <ul style="list-style-type: none"> <li>› Gets along with all staff members</li> <li>› Contributes to positive staff morale</li> <li>› Accepts direction from others gracefully</li> <li>› Contributes to productivity of staff; is attentive during staff discussions</li> </ul>			
<b>Total Points</b>			

**Editor Comments / Explanations:**

  
  

**Goals for Next Issue:**

  
  

Discussion Date \_\_\_\_\_ Staff Member signature \_\_\_\_\_