

# El Estoque

## Performance Evaluation Form

Name: \_\_\_\_\_

Grading Period: \_\_\_\_\_

	4 Exceeds standard	3 Meets standard	2 Some area for growth	1 Needs improvement
<b>Professionalism</b>				
Regularly attends class and calls in sick if going to be absent				
Arrives at class on time and prepared to work				
Maintains journalistic integrity in all work, which includes quoting sources accurately and researching thoroughly to present an accurate story				
Represents El Estoque professionally at all times, including when not working				
<b>Self-Management</b>				
Establishes goals and priorities and works accordingly				
Meets established deadlines				
Efficiently and effectively manages time				
Utilizes class time effectively				
Recognizes when assistance is needed and seeks assistance				
Recognizes what needs to be done and ensures it gets done				
Uses feedback and self-assessment to monitor and improve performance				
Applies past learning to new situations				
<b>Communication</b>				
Communicates clearly with other staff members through appropriate media (verbal, written, email, etc)				
Communication is respectful and considerate				
Delegates to others in a professional manner				
Informs appropriate staff members and adviser of progress				
Listens to others respectfully and values their input				
<b>Collaboration</b>				
Demonstrates respect for all members of the group				
Works toward establishment and achievement of group goals				
Provides other staff members with thorough constructive feedback on work				
Offers assistance to others willingly				
Regularly contributes to class discussions, meetings, and planning sessions				
Readily adapts to change when necessary				
Takes on fair share of workload and fulfills job responsibilities and personal obligations				
<b>Staff member's overall job performance:</b>				
<b>Comments:</b>				