

EDITOR MONTHLY EVALUATION

Name _____

Staff _____

Deadline _____

Areas of Focus for this Next Deadline:

1.

2.

3.

Overall Strengths:

Overall Areas to improve:

Guidelines for Evaluation:

A 100-90: For an A, The editor most always works to take care of his or her section and puts the section first during the assigned class hour. The editor works very well with staff member and other editors. The editor most always works to lead by example having a positive attitude and working as part of a team. The editor's section meets deadlines and produces high quality work as a result of their oversight. The editor completes all duties assigned to them by deadline. The editor most always works to follow the tips offered by Mr. Manfull in the Editor Tips of the Day. The editor frequently works to help promote the publications.

89-80: For a B, The editor generally works to take care of his or her section and put the section first most times during the assigned class hour. The editor works very well with staff members and other editors. The editor's staff meets most deadlines. Individually, the editor meets most deadlines assigned to him/her. The editor makes sure another editor does not have to step in to finish his/her work. The editor generally works to lead by example having a positive attitude and working as part of a team. The editor generally works to follow the tips offered by Mr. Manfull in Editor Tips of the Day. The editor frequently often works to help promote the publications.

C 79-70: The editor works to take care of his or her section and put the section first sometimes during the assigned class hour. The editor works ok with staff members and other editors, however, the editor sometimes seems disengaged. The editor's staff meets some deadlines. Individually, the editor meets some of the editor deadlines assigned to him/her. The editor does not finish all assigned section duties. The editor sometimes works to lead by example having a positive attitude and working as part of a team. The editor sometimes works to follow the tips offered by Mr. Manfull in Editor Tips of the Day. The editor has worked to help promote the publications.

D 69-60: For a D, The editor generally works to take care of his or her own work before helping others in the section during the assigned class hour. The editor needs to work better with staff members and other editors. The editor seems disengaged and is not meeting all of the duties assigned to editors or general staff members. The editor follows few of the tips offered by Mr. Manfull in Editor Tips of the Day. The editor rarely often works to help promote the publications.

F 59 or below: Editor did little if anything this deadline and/or the quality was well below expectations. The editor did not work well as part of a team and the staffer needs to talk with Mr. Manfull about status at semester.