

# PUBLICATION 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, staffers must meet all deadlines and/or go above and beyond their job descriptions to assist with monthly production. Work produced must meet or exceed expectations of editors and the advisers and the staffer must be working well with the team. Participate in publicizing the student media.

89-80: For a B, staffers must meet most all deadlines. Staffers falling into this category may miss some small deadlines along the way. Small deadlines would consist of things like story idea sheets, infographic completion or self evaluations. The quality of work produced must meet or exceed expectations of the editors and the advisers and the staffer must be working well with the team.

C 79-70: For a C, staffers have missed multiple deadlines and may even have had work reassigned. If work has been reassigned, the highest grade for the deadline a staffer can receive is a 75. If a page or story is reassigned the deduction will be much greater. Staffers falling into this grading area have work that falls below requirements set by the editors and advisers. This could be anything ranging from quality of photo assignments to too few or weak sources for stories. Major editing issues of spreads, pages, soundslides, etc can also cause a staffer to fall into this category. Staffer works fairly well with the team.

D 69-60: For a D, staffers have had a major work, like a spread or a story reassigned. Staffers fail to meet the basic requirements of class and have instead, left others to do their work, either by choice or because they failed to meet deadline and the editors reassigned it. Quality of work is well below the standard set by the adviser and editors. The staffer is not really working as part of the team and needs to probably rethink if being on staff is the right choice.

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

Deadline Grade: