

Advanced Journalism/Staff Evaluation

Name: _____

Issue: _____

Far Exceeds Normal Requirements

Exceeds Normal Requirements

Meets Normal Requirements

Meets Minimum Requirements

Fails to Meet Minimum Requirements

Truly exceptional performance.

Superior performance that surpasses what is generally expected a majority of the time.

Competent day-to-day performance is obtained.

Any shortcomings are generally balanced by some superior performance characteristics.

Day-to-day performance generally shows some limitations that are not balanced by superior performance actions.

Day-to-day performance shows significant limitations and definite need for improvement is noted.

PERFORMANCE DIMENSION A — ACCOMPLISHMENT OF JOB REQUIREMENTS

ELEMENTS:

- Quantity of work —
- Completion of work on time —
- Quality and accuracy of work completed —
- Initiative in accepting responsibility —

COMMENTS:

OVERALL RATING (Check only one)

☐

FAR EXCEEDS
NORMAL
REQUIREMENTS

☐

EXCEEDS
NORMAL
REQUIREMENTS

☐

MEETS
NORMAL
REQUIREMENTS

☐

MEETS
MINIMUM
REQUIREMENTS

☐

FAILS TO MEET
MINIMUM
REQUIREMENTS

PERFORMANCE DIMENSION B — JOB KNOWLEDGE AND COMPETENCE

ELEMENTS:

- Knowledge of work unit purposes, goals and duties —
- Command of skills needed —
- Commitment to improving —
- Adaptability to new developments in job —

COMMENTS:

OVERALL RATING (Check only one)

☐

FAR EXCEEDS
NORMAL
REQUIREMENTS

☐

EXCEEDS
NORMAL
REQUIREMENTS

☐

MEETS
NORMAL
REQUIREMENTS

☐

MEETS
MINIMUM
REQUIREMENTS

☐

FAILS TO MEET
MINIMUM
REQUIREMENTS

PERFORMANCE DIMENSION C — JOB RELIABILITY

ELEMENTS:

- Dependability and reliability regarding work instructions —
- Pursuit of efficiency and economy in the use of resources —
- Degree of need for supervision —
- Efficiency in the use of time —

COMMENTS:

OVERALL RATING (Check only one)

☐

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REQUIREMENTS

☐

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NORMAL
REQUIREMENTS

☐

MEETS
NORMAL
REQUIREMENTS

☐

MEETS
MINIMUM
REQUIREMENTS

☐

FAILS TO MEET
MINIMUM
REQUIREMENTS

PERFORMANCE DIMENSION D — PERSONAL RELATIONS

ELEMENTS:

- Ability to get along with others in the work unit —
- Contributes to the promotion of morale —
- Accepts appropriate direction from superiors —
- Contributes to productivity of the work unit —

COMMENTS:

OVERALL RATING
(Check only one)

☐ FAR EXCEEDS
NORMAL
REQUIREMENTS

☐ EXCEEDS
NORMAL
REQUIREMENTS

☐ MEETS
NORMAL
REQUIREMENTS

☐ MEETS
MINIMUM
REQUIREMENTS

☐ FAILS TO MEET
MINIMUM
REQUIREMENTS

PERFORMANCE DIMENSION E — COMMUNICATIONS SKILLS

ELEMENTS:

- Comprehension of oral and written directions —
- Ability to communicate orally and in writing —
- Ability to listen and absorb new forms of information —
- Knowledge and use of correct means and channels for the communication of notices, complaints, etc. —

COMMENTS:

OVERALL RATING
(Check only one)

☐ FAR EXCEEDS
NORMAL
REQUIREMENTS

☐ EXCEEDS
NORMAL
REQUIREMENTS

☐ MEETS
NORMAL
REQUIREMENTS

☐ MEETS
MINIMUM
REQUIREMENTS

☐ FAILS TO MEET
MINIMUM
REQUIREMENTS

LIST ASSIGNMENTS:	DEADLINE:	ON TIME?	COMPLETED?	COMMENTS?

SUMMARY REMARKS: