

Student Publications Performance Appraisal

Student: _____ Appraisal Period _____

Staff: Image Legend Quarter: 1 2 3 4

Competency	Performance	Requirements
Deadlines Met 1 2 3 4 5	Initiative 1 2 3 4	Attendance/Punctuality 1 2 3
Production Rate 1 2 3 4 5	Perseverance 1 2 3 4	Enthusiastic/Positive 1 2 3 4
Accuracy 1 2 3 4 5	Follows Directions 1 2 3 4	Not Distracted/ing 1 2 3
Time Management 1 2 3 4 5	Handles Stress 1 2 3 4	Cooperation 1 2 3 4
Equipment Use 1 2 3 4 5	Dependable 1 2 3 4	Housekeeping 1 2 3
Quality of Work 1 2 3 4 5	Seeks Help 1 2 3 4	
	Role on Team 1 2 3 4	
Points (30) _____	Points (28) _____	Points (17) _____

Extra Points Earned (Up to 25 pts. possible)

- overtime hours
- special circumstances
- special projects
- attitude
- additional workload
- extra assignments
- effort
- editor/adviser discretion

Total Extra Points _____

Total Points:

Adviser/Editor Comments:

Totals: Exemplary (A+) 98-100 Accomplished (A) 90-97 Proficient (B) 80-89 Applying (C) 70-79 Developing (D) 60-69 Beginning (F) 0-59