

Performance Appraisal Codes

Competency

Deadlines Met

- 1 • Meets no deadlines
- 2 • Meets some deadlines
- 3 • Meets most deadlines
- 4 • Meets all deadlines
- 5 • Meets all deadlines/helps others meet theirs

Production Rate

- 1 • No assignments turned in
- 2 • Completes in-class work only
- 3 • Completes in-class work & some homework
- 4 • Completes all assignments
- 5 • Completes all assignments and helps others

Accuracy

- 1 • Inaccuracies prevail in work
- 2 • Work not proofread before turned in
- 3 • Few inaccuracies occur in work
- 4 • Work is accurate
- 5 • Student helps others to be accurate

Time Management

- 1 • Lacks concept of time management
- 2 • Problems arise due to poor use of time
- 3 • Time is sometimes used effectively
- 4 • Time is usually used effectively
- 5 • Time is always used effectively

Equipment Use

- 1 • No effort is made to learn to use equipment
- 2 • Equipment use is still being learned
- 3 • Demonstrates increasing proficiency
- 4 • Student is skilled on equipment
- 5 • Student assists others with equipment use

Quality of Work

- 1 • Work at beginning level of competency
- 2 • Work at developing level of competency
- 3 • Work at application level of competency
- 4 • Work at proficient level of competency
- 5 • Work at accomplished level of competency

Performance

Initiative

- 1 • Takes no initiative
- 2 • Fearful of taking initiative
- 3 • Somewhat self-motivated
- 4 • Completely self-motivated

Handles Stress

- 1 • Anxiety-ridden
- 2 • Troubled sometimes
- 3 • Composed in most cases
- 4 • Confident at all times

Perseverance

- 1 • Quits at the first sign of a problem
- 2 • Perseveres until setbacks or problems appear
- 3 • Perseveres despite setbacks
- 4 • Leads in problem solving

Dependable

- 1 • Not dependable
- 2 • Dependable sometimes
- 3 • Dependable most of the time
- 4 • Dependable all of the time

Follows Directions

- 1 • Refuses to follow directions
- 2 • Can't follow directions w/o help
- 3 • Follows most directions w/o help
- 4 • Follows directions w/o help

Seeks Help

- 1 • Refuses help when offered
- 2 • Asks for help eventually
- 3 • Asks for help immediately
- 4 • Seeks out sources other than teacher

Role on Team

- 1 • Blames others for problems/mistakes
- 2 • Manages own work
- 3 • Aware of work others are doing
- 4 • Influences others in positive ways

Requirements

Attendance/Punctuality: Adviser notified if deadlines jeopardized, call to adviser or editor for absences of more than one day, no tardies acceptable unless adviser/editor is informed in advance

Enthusiastic/Positive: No complaining/whining, enthusiasm and positive attitude displayed at all times

Not Distracted/ing: Students are to be focused on task at hand at all times

Cooperation: Classmates/staff are to be treated with respect at all times; be a part of the whole process of meeting a deadline

Housekeeping: Students are responsible for workplace cleanliness/care