

Staff member _____

Grading period _____



Staff Evaluation

Mark the following statements based on how closely it describes you. Consider 5 through 1 as a continuum; 5 means the statement very much describes you and 1 means that the statement is very much not like you.

Area one – serves as a valuable team member

- | | | | | | |
|---|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 | A. A Torch staff member takes his or her fair share of assignments. |
| 5 | 4 | 3 | 2 | 1 | B. A Torch staff member comes to class regularly and promptly, observes class rules, organizes personal schedule to participate in needed work sessions, keeps personal materials organized, and cleans up after working. |
| 5 | 4 | 3 | 2 | 1 | C. A Torch staff member takes leadership responsibility and fulfills those responsibilities independently. |

Area two – produces quality work

Writers:

- | | | | | | |
|---|---|---|---|---|--|
| 5 | 4 | 3 | 2 | 1 | D. Torch writers conduct background research to understand the story prior to conducting interviews. |
| 5 | 4 | 3 | 2 | 1 | E. Torch writers gather information from the best sources available and use multiple sources to produce depth and quality. |
| 5 | 4 | 3 | 2 | 1 | F. Torch writers listen carefully, take accurate notes, take special care to be sure direct quotes are correct, and confirm information with sources prior to writing the story. |
| 5 | 4 | 3 | 2 | 1 | G. Torch writers accurately edit copy and correctly apply style rules. |

Editors:

- | | | | | | |
|---|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 | H. Torch editors plan for success by planning content carefully, by assigning the right writer to stories, by providing the needed background for each assignment, by providing the necessary detail to communicate expectations, and by putting assignments in writing with clear due dates. |
| 5 | 4 | 3 | 2 | 1 | I. Torch editors communicate regularly with other staff members about assignments. |
| 5 | 4 | 3 | 2 | 1 | J. Torch editors work efficiently to meet all layout deadlines, allowing sufficient time for creating effective and exciting page designs, and for reworking and editing the layout. |

Photographers:

- 5 4 3 2 1 K. Torch photographers understand how to use our film and equipment; they select and check out the needed equipment for the expected shooting situation.
- 5 4 3 2 1 L. Torch photographers work the shooting situation to produce a variety of quality shots.
- 5 4 3 2 1 M. Torch photographers know the proper film and image processing procedures and follow them consistently and without error.
- 5 4 3 2 1 N. Torch photographers write captions or produce caption information as directed by their editor.

Graphic artist:

- 5 4 3 2 1 O. Torch graphic artists understand the principles of good design and artistic composition and apply these to their work.
- 5 4 3 2 1 P. Torch graphic artists understand the capabilities and limitations of the software programs we use (PageMaker, Illustrator, PhotoShop), and can use these programs smoothly and productively.
- 5 4 3 2 1 Q. Torch graphic artists understand the technical specifications and prescribed processes needed to produce art for publication.

Area three – keeps production moving smoothly

- 5 4 3 2 1 R. A Torch staff member completes each assignment under deadline, communicates honestly with editors and the adviser about assignments, and arranges for a substitute when unable to complete an assignment.
- 5 4 3 2 1 S. A Torch staff member completes assignments in the correct format and files them accurately for use.

Area four – strives to continually improve

- 5 4 3 2 1 T. A Torch staff member reads the daily paper, exchange newspapers, and keeps up with current events by being a thoughtful consumer of the media.
- 5 4 3 2 1 U. A Torch staff member engages in regular, detailed, thoughtful reflection and evaluation.
- 5 4 3 2 1 V. A Torch staff member works to improve his or her skills and gives a good effort on every assignment.

What do the numbers mean?

- 5 – Excellent. You're the best! The statement fits you all the time and in every way.
- 4 – Very good work. You're a valuable team player. The statement applies to you most of the time.
- 3 – Good to fair. Although the statement applies some of the time, it doesn't consistently.
- 2 – Fair. You need improvement before we could say the statement applies to your work.
- 1 – Poor performance on this standard.