

STUDENT EVALUATION FORM Crew and Production Assistant

NAME	TOTAL MARK
SHOW	POSITION

THIS SHEET IS NOT VALID WITHOUT AN ATTACHED WORK PERFORMANCE REPORT

! Please assign a mark in each of the following areas. Add the marks together and enter the total at the top of the page in the **Total Mark** box. Additional comments should be entered on the Work Performance Report

JOB KNOWLEDGE

Has the student performed the duties outlined in his/her job description and contract? Does he/she understand how the job fits into the larger production? Consider technical knowledge under this factor: is the student familiar with the equipment he/she is required to use, policies/procedures, department hierarchy, etc?	Mark out of 10
Comments	

QUALITY and QUANTITY WORK

Does the student complete work thoroughly and accurately, correcting errors by self-checking? Is prep work carried out in a complete manner? Is the student able to follow direction with an average amount of supervision? Do they display critical thinking and problem-solving abilities? Consider the quality of the final product. Can the student continue to keep up the pace with solid work when under stress?	Mark out of 20
Comments	

INITIATIVE AND WORK COMMITMENT

Consider the effort, perseverance and willingness the student exhibits. Is he/she resourceful in finding solutions to problems and active in seeking ways to do things better? Can the student work without supervision? Does the student show the necessary initiative to learn new skills and assist others? Will they go the extra mile , or do they watch the clock?	Mark out of 20
Comments	

DEPENDABILITY AND RELIABILITY

Consider the degree to which the student can be counted on to complete tasks/assignments in a timely manner. Does the student meet deadlines? Do they take ownership of issues and problems? Is attention paid to the callboards and other production paperwork? Did the student demonstrate a change of attitude between the time of pre-production and show run?	Mark out of 20
Comments	

INTERPERSONAL SKILLS AND HUMAN RELATIONS

How does the student interact with others? Consider peers, superiors and subordinates. Is he/she co-operative and helpful? Is he/she recognized as a positive force in the work environment? Does the student accept direction and criticism? Are controversial issues handled skilfully and tactfully?	Mark out of 20
Comments	

ATTENDANCE, PUNCTUALITY and PREPAREDNESS

Does the student arrive on time, prepared to work? Do they abide by the Permission to be Absent policy? Does the student actively search out upper management to discuss attendance and performance issues? Do they wear the proper attire, both in terms of blacks and safety-wear? Do they come with the proper tools and equipment to calls? Did they participate in the Strike?	Mark out of 10
Comments	

PROFESSIONAL POTENTIAL

Would you hire this student for a job with a professional company?	YES	NO
Why or why not?		

Your Name (print)	Position
Signature	Date