

STUDENT EVALUATION FORM Management, Design and H.O.D.

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	

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	

LEADERSHIP and INITIATIVE

<p>Does the student inspire teamwork, loyalty, confidence and the support of others? Are subordinates encouraged and given criticism in a constructive manner? Are subordinates given the ability to contribute and given credit where due? Are rules/policies enforced? Do others seek the student's advice and respect his/her decisions? 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? Do they take ownership of issues and problems?</p>	<p>Mark out of 20</p>
<p>Comments</p>	

ADMINISTRATION and PAPERWORK

<p>Does the student produce the paperwork required, as outlined in their contracts and job descriptions, in a timely manner? Does the paperwork conform to the appropriate standards? Does the student adhere to the administrative policies and procedures of the production, including such areas as Petty Cash reconciliation? Is the student successful at keeping upper management involved in the issues of their department? Do they provide all necessary post-show paperwork in a timely fashion? Do they produce the required evaluations of other members of the company?</p>	<p>Mark out of 20</p>
<p>Comments</p>	

ATTENDANCE, PUNCTUALITY and PREPAREDNESS

<p>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?</p>	<p>Mark out of 10</p>
<p>Comments</p>	

PROFESSIONAL POTENTIAL

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

<p>Your Name (print)</p>	<p>Position</p>
<p>Signature</p>	<p>Date</p>