

EVALUATED BY :

POSITION:

# PRODUCTION COORDINATOR EVALUATION

STUDENT:

POSITION:

PRODUCTION:

SEMESTER:

COURSE #:

## EVALUATE THE JOB PERFORMANCE BASED ON THE LISTED CRITERIA

1. Did the student take steps to find out the needs of this production in their area?

Rate 1 to 5

1	2	3	4	5
Low				High

Notes:

2. Did the student take steps to insure that his/her crew was adequately prepared?

Rate 1 to 5

1	2	3	4	5
Low				High

Notes:

3. Did the student establish and maintain good communication with their supervisor?

Rate 1 to 5

1	2	3	4	5
Low				High

Notes:

4. Did the student establish and maintain good communication with their crew?

Rate 1 to 5

1	2	3	4	5
Low				High

Notes:

5. Did the student take positive steps to motivate their crew?

Rate 1 to 5

1	2	3	4	5
Low				High

Notes:

6. Did the student take positive steps to assist their crew as a supervisor?

Rate 1 to 5

1	2	3	4	5
Low				High

Notes:

7. Did the student show initiative in seeking out ways to make a positive contribution to the production team?

Rate 1 to 5

1	2	3	4	5
Low				High

Notes:

Rate the student as to their  
**OVERALL JOB PERFORMANCE**  
 as a supervisor

99 EXCELLENT 90

89 GOOD 80

79 AVERAGE 70

69 FAIR 60

59 POOR 50