

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