

LE FLAMBEAU

Individual Staff Performance Rubric

Student _____ Spread _____

I. INITIATIVE/ RESPONSIBILITY _____

- 5 Actively takes initiative. Emerges as a leader. Actively seeks work and ways to contribute to and improve the publication.
4 Volunteers for assignments and/or uses own resources to fulfill duties.
3 Accepts assignments when they are made and follows instructions adequately in carrying them out. 2 Consistently needs directions and is casual about carrying them out.
1 Shows little ability or willingness to discern what is needed on the publication and/or figure out ways to contribute to the quality.

II. RESPONSIBILITY/DEPENDABILITY _____

- 5 Actively takes responsibility for the quality of the publication. Carries out individual responsibilities.
Volunteers to help others
Performs extra duties.
Continually revising and polishing own work and that of others.
4 Consistently dependable in carrying out duties. Helps others when asked. Will redo or polish willingly.
3 Usually carries out duties, May need to be reminded.
2 Careless about completing duties/deadlines. Reluctant to put forth effort.
1 Performs little or no use to the publication.

III. COOPERATION _____

- 5 Cooperates at all times with other student staff members, with sponsor and with faculty, showing maturity in all relationships.
4 Consistently cooperative with both staff and faculty.
3 Gets along adequately with most people, most of the time,
2 Frequently uncooperative, sometimes difficult to get along with, requires special treatment.
1 A troublemaker; presence is definitely detrimental to the staff.

IV. CLASSROOM WORK _____

- 5 Works every day in class. Never needs monitoring. Always attentive.
4 Works consistently. Seldom needs monitoring. Usually attentive.
3 Tends to get off task. Needs monitoring. Occasionally inattentive.
2 Inattentive. Often talking when adviser or editors are speaking. Strays easily from task.
1 Does little work and/or a discipline problem.

V. TEAM WORK _____

- 5 Collaborates, participates in creating spread ideas and attends events/activities pertinent to the spread. Willing to take up the slack when others fall behind. Works tirelessly at completing All-American level spreads and engages all team members.
4 Collaborates, participates in creating spread ideas and attends at least one event/activity pertinent to the spread.
3 Shows up to do only their part. Complains when asked to do something that is not their job.
2 Shows up to do only their part and not willing to help others
1 Plays Candy Crush instead of focusing on their job.

TOTAL SCORE _____ X 3 _____

The Following is not part of your grade, but please be honest

Please Grade your Team on a scale of 5, 5 being the best: _____

Please comment here why you assessed your team with the above score: