**3600 Degree Appraisal**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PLEASE GRADE STUDENT**  | **A** | **B** | **C** | **D** | **E** | **F** |
| **Consistently accurate in tasks** |  |  |  |  |  |  |
| **Produces required Volume**  |  |  |  |  |  |  |
| **Meets deadlines**  |  |  |  |  |  |  |
| **Understands Polices for change within the company / Journal** |  |  |  |  |  |  |
| **Makes an effort to expand job profidency & knowledge.**  |  |  |  |  |  |  |
| **Understands the importance of Profitability**  |  |  |  |  |  |  |
| **Projects a professional image**  |  |  |  |  |  |  |
| **Takes any complaints to proper management Personnel**  |  |  |  |  |  |  |
| **Offers new & creative ideas for improvement in the team** |  |  |  |  |  |  |
| **Demonstrates ability to follow through**  |  |  |  |  |  |  |
| **Demonstrates ability to set priorities**  |  |  |  |  |  |  |
| **Communicates well (written & orally) with other team** |  |  |  |  |  |  |
| **Members**  |  |  |  |  |  |  |
| **Answers phone calls & Emails with minimum delay** |  |  |  |  |  |  |
| **Listens well**  |  |  |  |  |  |  |
| **Responds without Procrastinating**  |  |  |  |  |  |  |
| **Demonstrates an excellent attitude**  |  |  |  |  |  |  |
| **Is never “too busy” to answer questions** |  |  |  |  |  |  |
| **Offers criticism constructively**  |  |  |  |  |  |  |
| **Accepts criticism constructively**  |  |  |  |  |  |  |
| **Is organized and efficient**  |  |  |  |  |  |  |
| **Controls cost, expenses, inventory, waste**  |  |  |  |  |  |  |
| **Is a self-starter** |  |  |  |  |  |  |
| **Show motivation**  |  |  |  |  |  |  |
| **Takes on added assignments**  |  |  |  |  |  |  |
| **Is regular in attendance** |  |  |  |  |  |  |
| **Show up on time for work & meetings** |  |  |  |  |  |  |
| **Is available for over time** |  |  |  |  |  |  |
| **Demonstrates ability to fight fires & control stress**  |  |  |  |  |  |  |
| **Is Confident**  |  |  |  |  |  |  |
| **Is honest with others**  |  |  |  |  |  |  |