**3600 Degree Appraisal**

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| **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** |  |  |  |  |  |  |