STUDENT MEDIA

The University of Alabama at Birmingham

Media Executive Leadership Team Evaluation

Name of Leader: _____ Name of Reviewer: _____

Position: _____ Organization: _____ Term: _____ Date: _____

Please circle the number that most accurately describes the student leader during this *term.*

Practical Leadership & Management Skill					
	Policy/Procedures *Knows and applies publication policies and procedures*	**1** The student rarely follows policy.	**2** The student follows and explains policies and procedures.	**3** The student recognizes the need for new or revamped procedures.	**Not Observed**
	Interpersonal skills *Uses diplomacy, interacts and works constructively with others, respects and values others*	**1** The student rarely shows respect to or works with others.	**2** The student interacts with staff in a positive manner.	**3** The student seeks out interactions with varying staff with care and empathy.	**Not Observed**
	Leadership *Takes responsibility, exerts a positive influence, strives to maintain a high morale in the office, coaches employees*	**1** The student rarely or never completes these actions.	**2** The student sometimes takes these actions.	**3** The student is exemplary in coaching and empowering staff members.	**Not Observed**
	Overall score for Practical Leadership & Management Skill	**1** The student has a basic understanding of skills/basic requirements of role, policies and procedures.	**2** The student improves existing procedures and facilitates contributions from other team members.	**3** The student demonstrates the ability to delegate effectively, organize their work and priorities and manage their time.	
Professionalism					
	Availability/responsiveness *Available during scheduled office hours, on-time for appointments, answers calls and emails in a timely manner*	**1** The student has no set office hours and/or does not reply in a timely manner.	**2** The student is available during office hours and replies frequently.	**3** The student makes extra effort to meet the needs of staff members outside of regular hours.	**Not Observed**

	Productivity *Works efficiently and effectively, meets deadlines, follows through*	**1** The student rarely follows through or meets deadlines.	**2** The student works efficiently, meeting most deadlines.	**3** The student's productivity exceeds all expectations.	**Not Observed**
	Communication skills *Writes clearly and concisely, listens to ensure understanding*	**1** The student's communication is unclear or nonexistent.	**2** The student's communication is mostly clear and the student can provide clarification.	**3** The student's communication is clear and requires little or no further clarification.	**Not Observed**
	Collaboration *Sees value in seeking diverse voices, works well with others with varying skills, seeks opportunities to work with others*	**1** The student rarely or never works with others.	**2** The student works with a limited number of other students.	**3** The student seeks out the person with the best skills to collaborate on projects.	**Not Observed**
	Overall Professionalism Skill	**1** The student can execute the expected duties related to their job.	**2** The student consistently exceeds outlined duties to their functional role.	**3** The student works proactively to resolve issues to effective time management and punctuality.	
Critical Thinking and Problem Solving					
	Problem-solving *Shows sound reasoning in dealing with problems, effectively handles stressful situations*	**1** The student rarely solves or actively avoids problems.	**2** The student solves problems in a mostly effective and sound way.	**3** The student approaches problems as opportunities, with calm and confidence.	**Not Observed**
	Critical Thinking *Analysis and evaluation of a situation or issue in order to form a judgment*	**1** The student rarely evaluates prior to acting.	**2** The student sometimes evaluates prior to acting.	**3** The student consults various resources and applies appropriate context to issues.	**Not Observed**
	Overall Critical Thinking and Problem Solving Skill	**1** The student is able to identify when a problem exists and identify resources.	**2** The student can articulate why a specific strategy is appropriate to use for a solution.	**3** The student can identify a problem, articulate rational and appropriately solve it after ascertaining pros/cons.	

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Please provide constructive feedback on this term's performance for this staff member, including professionalism, communication, problem-solving, leadership, etc.: