

SAMPLE

THE DAILY REPORTER

Accuracy Check

Name _____

Story Headline _____ Date Published _____

The Reporter staff members are concerned about accuracy and fairness in every story. As a recent news-maker, you can help us. We would appreciate it if you would take a few minutes to fill out and return this form (use the back if you need more space). This survey is one way readers can let us know how we have performed, but we don't intend this to be a substitute for direct contact with us. Feel free to contact us at 555-1212 or editor@reporter.com if you would like to speak with us regarding corrections, concerns or complaints.

How were you interviewed for this story? In person Telephone E-mail

Question	Answer	Comments
Were the story and headline fair and accurate?	YES NO	
Were all names and titles correct?	YES NO	
Were you quoted accurately and in context?	YES NO	
Was the reporter courteous and prepared for the interview?	YES NO	
Did the story omit any information you believe was important to fully understand the subject?	YES NO	
Is the newspaper is fair and thorough in its coverage?	YES NO	
Additional comments on this story:		
Story suggestions for future issues?		
Please return this form to: Newspaper Feedback c/o Susan Smith The Reporter 12345 Address		Questions? Contact Susan Smith at 555-1212

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Staff Evaluation

Staff Member _____ Date _____

No. of semesters on staff _____ Position _____

Evaluator's Signature _____ Staffer's Signature _____

Rating Factors	Comments	Rating (5 = excellent, 1=poor)
Work habits		5 4 3 2 1
Industry and dedication to job		5 4 3 2 1
Planning, organizing and scheduling		5 4 3 2 1
Quality of work		5 4 3 2 1
Quantity of work		5 4 3 2 1
Creativity		5 4 3 2 1
Adaptability		5 4 3 2 1
Dependability		5 4 3 2 1
Conduct and manner		5 4 3 2 1
Additional Comments		

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Growth Action Plan

Semester _____

Staff Member _____

Check One

Overall paper

Department

Individual

Effective goal-setting involves writing down your goals and assessing them periodically. This template is a starter for your paper.

TARGET GOAL: States the desired outcome of the goal. Target goals should not focus on what will be done but the anticipated outcome of completing the goal.

PLAN OF ACTION: Indicate what steps will be taken to attain the target goal. List at least three steps that will be taken toward this goal.

EVIDENCE OF ACCOMPLISHMENT: Define the criteria used to determine how well the target goal has been achieved. Evidence must include specific anticipated results.

MID-SEMESTER REVIEW

STAFFER

EDITOR

END-OF-SEMESTER REVIEW

STAFFER

EDITOR