

Metpro

TRIBUNE

Thank you for providing an evaluation of this Metpro applicant. When completed, please send this form directly to the newspaper chosen by the applicant. If you have any questions, feel free to contact us.

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Applicant Evaluation Form

Please Print or Type

Applicant name _____

Your name _____

Title _____

Occupation and employer _____

Work phone _____ Other phone _____

E-mail address _____

You have been listed as a reference by this applicant to the Tribune’s Metpro training program. We would appreciate your candid assessment of this person. Please return this form to us by Jan. 31.

Each year a group of inexperienced reporters is selected from a nationwide pool for our training program. Metpro is seeking people with talent, drive and a commitment to journalism. Our selection process includes an application, writing and reporting tests and interviews.

Your comments will help us to measure skills and qualities deemed important for journalists. **Be explicit, providing examples and comparisons with others doing similar work to illustrate your comments when possible. The information you provide will be shared only with the committee evaluating this applicant.**

Feel free to use additional paper and add comments in any area not covered by this form. We are interested in finding out as much as we can about this candidate.

Applicant has been (circle one):

My student employee other _____

In each performance category below, please rank the applicant’s work. Circle the number of the designation that best applies and underline any comments you feel are relevant. If you do not feel qualified to answer a question, please write NA (for “not applicable”) beside it. These are guidelines only and are not meant to replace your comments. Your judgments are crucial to the evaluation process.

Applicant’s written expression:

- 1 - Exceptional (superior organization; able to master complex subject matter in clear, concise fashion)
- 2 - Above average (clear, clean copy; few grammatical, spelling errors)
- 3 - Adequate (can communicate ideas, but sometimes rambles)
- 4 - Improvements needed (work lacks focus; thoughts are often muddled; language use is poor)

Comments/examples: _____

Oral expression:

- 1 - Exceptional (articulate; quick on his/her feet; poised under pressure)
- 2 - Above average (expresses ideas with clarity, depth; generally poised)
- 3 - Adequate (able to exchange ideas and thoughts clearly, but without distinction)
- 4 - Improvement needed (inarticulate; lacks basic oral communication skills; too withdrawn or too pushy)

Comments/examples: _____

Ability to handle stress or deadline pressure:

- 1 - Exceptional (handles unexpected problems in mature manner; completes assignments under pressure without problems)
- 2 - Above average (generally cool under pressure; not easily upset)
- 3 - Adequate (generally competent, but some lapses under pressure; occasionally frazzled by deadlines)
- 4 - Improvement needed (often lacks concentration; likely to freeze or blow up under pressure)

Comments/examples: _____

Productivity:

- 1 - Exceptional (consistently delivers more and higher quality work than required; volunteers for extra work; delivers work on or before deadline)
- 2 - Above average (usually does more or higher quality work than required; willing to assume additional duties; meets deadlines)
- 3 - Adequate (carries own share of workload; production meets the standard)
- 4 - Improvement needed (does not complete work in required time; difficulty working at same pace as others)

Comments/examples: _____

Curiosity:

- 1 - Exceptional (consistently tries to understand the “why”)
- 2 - Above average (probes beneath the surface of assignments; asks lots of questions)
- 3 - Adequate (generally interested in what goes on around him/her)
- 4 - Improvement needed (accepts most things at face value; fails to recognize or try to resolve inconsistencies in information presented)

Comments/examples: _____

Resourcefulness/initiative:

- 1 - Exceptional (not deterred by obstacles; frequently initiates own projects; finds new and creative ways to solve problems)
- 2 - Above average (willing to tackle difficult assignments; able to resolve most problems without direction)
- 3 - Adequate (follows through on assignments, but needs some guidance when problems occur)
- 4 - Improvement needed (stymied by problems; shows little follow-through)

Comments/examples: _____

Adaptability:

- 1 - Exceptional (consistently seeks new challenges; views change as opportunity to learn)
- 2 - Above average (adapts readily to new situations; applies lessons learned)
- 3 - Adequate (accepts change; learns skills with reasonable amount of instruction)
- 4 - Improvement needed (inability to accept new procedures or assignments; resists change and suggestions)

Comments/examples: _____

Attitude toward job and classroom:

- 1 - Exceptional (exerts maximum energy; frequently makes valuable contributions; consistently enthusiastic; consistently strives for improvement)
- 2 - Above average (does required work with enthusiasm; self-motivated; willing to take additional work when asked)
- 3 - Adequate (exerts required effort; cooperative)
- 4 - Improvement needed (very little effort to meet job or class standards; frequent absences and/or lapses in attention)

Comments/examples: _____

Relationship with others:

- 1 - Exceptional (relates easily to different types of people; deals fairly with those with whom he/she disagrees; enjoys helping to solve conflicts)
- 2 - Above average (accepts individual differences and adjusts to them; tries to understand those with whom he/she disagrees)
- 3 - Adequate (can work with others to meet mutual objectives; fair and reasonable; tends to avoid conflict)
- 4 - Improvement needed (difficult to get along with; indifferent to the needs and feelings of others)

Comments/examples: _____

General knowledge of news and current events:

- 1 - Exceptional (extremely interested in the news and its ramifications; understands significance)
- 2 - Above average (consistently reads newspapers and/or listens to broadcast news reports; tries to understand and relate news events to life around him/her)
- 3 - Adequate (can discuss current events with reasonable understanding and perspective)
- 4 - Improvement needed (shows little interest in, awareness of news and current events)

Comments/examples: _____

In what ways has the applicant demonstrated an interest in a newspaper career?

Please add any comments that may be helpful:

(signature)

(date)

Please see cover sheet for sending instructions.