

STAFF MEETING EVALUATION FORM

What departments said:

Graphic Design: _____

How prepared to share were they? 1-2-3-4-5

Was their information helpful/relevant? 1-2-3-4-5

Marketing and Data Analysis: _____

How prepared to share were they? 1-2-3-4-5

Was their information helpful/relevant? 1-2-3-4-5

Multi Media and Publishing: _____

How prepared to share were they? 1-2-3-4-5

Was their information helpful/relevant? 1-2-3-4-5

Podcast - Broadcast Engineer: _____

How prepared to share were they? 1-2-3-4-5

Was their information helpful/relevant? 1-2-3-4-5

Project manager and data analysis: _____

How prepared to share were they? 1-2-3-4-5

Was their information helpful/relevant? 1-2-3-4-5

Public Relations: _____

How prepared to share were they? 1-2-3-4-5

Was their information helpful/relevant? 1-2-3-4-5

Social Media Specialist: _____

How prepared to share were they? 1-2-3-4-5

Was their information helpful/relevant? 1-2-3-4-5

Webmaster/Web Designer: _____

How prepared to share were they? 1-2-3-4-5

Was their information helpful/relevant? 1-2-3-4-5

What our department said:

_____ (Department)

How prepared to share were we? 1-2-3-4-5

Was our information helpful/relevant? 1-2-3-4-5

How well did we answer questions asked of our group? 1-2-3-4-5

What questions were asked?:

What do we need to address and work on immediately?

What is our goal to have in place before the next Staff Meeting?:

Members of department in attendance:

_____	_____
_____	_____
_____	_____
_____	_____