

PUBLIC RELATIONS COORDINATOR SELF-APPRAISAL Check (✓) one: _____ New _____ Experienced

Name: _____

Service Unit _____

RATINGS

The service team implements and evaluates ways to provide and maintain Girl Scouting within a designated community. The service team is appointed by and is accountable to the service unit manager and the field director.

Please circle the appropriate category.
Explain ratings below 2.
1 = needs improvement
2 = meets expectations
3 = exceeds expectations

Return this appraisal to SUM or Field Director by June 30. Thank You

ACCOUNTABILITIES

RATINGS

1. Took appropriate training for the position and kept my knowledge current at all times.	1	2	3
2. Built a relationship with and kept in contact with and submitted releases on a regular basis to all local newspapers.	1	2	3
3. Assisted the service unit manager in arranging service projects. (Service is a valuable way to establish good public relations).	1	2	3
4. Arranged for visibility on local radio and cable TV stations, if appropriate.	1	2	3
5. Kept a scrapbook of highlights of the troop year in the local Community including news reports, invitations, printed programs and photographs of events. Sent copy of news releases to Communications Director.	1	2	3
6. Attended service team and service unit leader meetings as needed.	1	2	3
7. Ability to effectively relate to, and communicate with girls and adults of diverse backgrounds.	1	2	3
8. Adheres to and promotes National and council policies, standards and procedures.	1	2	3

Please circle your satisfaction in the job: greatest 5 4 3 2 1 least

9. My strengths as a service team member are:

10. In order to accomplish the responsibilities of this position and help the service unit, I need the following help:

Please check (✓) one of the following:

- Recommended for reappointment to current position
- Recommended for the following position: _____
- Not recommended for reappointment
- Will not continue

COMMENTS: _____

Service Team Member

Service Unit Manager

Field Director