

## KFAI Fresh Air Radio Evaluation Checklist For Peers and Program Committee Members

The following is a paper copy of a check-list which you can also complete on-line at www.kfai.org. Please read over the check-list before you start the listening session to familiarize yourself with the questions.

To complete the Evaluation Checklist online:

- Go to www.kfai.org
- Click on "About KFAI"
- Click on "Feedback"
- Click on "KFAI Evaluation Checklist"
- Enter password: eval2006

If you choose to only fill out the paper version of the Evaluation Checklist, please send the completed form to: KFAI, Attn: Program Director, Box 74, 1808 Riverside Avenue, Minneapolis, MN 55454.

Thank you for your feedback.	
Program:	
Programmer(s):	
Date/time of broadcast(s):	
Evaluator:	

On-air Performance	
Mechanics	
Broadcast equipment is operated smoothly (mics, CD players, etc.)	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
The program log is followed (station ID's, promos, announcements, etc.).	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Additional comments about mechanics	
Content	
Program content shows continuity from week to week	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Content is of high quality	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Content is fresh and original	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
The program fulfills its intended purpose	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Additional comments about program content	
On-mic presence	
Voice engaging, friendly, inclusive	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Announcer regularly identifies 1) station, 2) program, 3) self and any guests	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Breaks clear, paced, and focused (no dead air, rambling, etc.)	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Transitions between the program preceding this show and the program following this show are smooth	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Speech conforms to FCC and KFAI regulations regarding non-commercialism and sensitive language	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Programmer actively promotes KFAI and other KFAI programs on-air	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Additional comments about on-mic presence	

Off-air program preparation	
Content shows evidence of advance preparation	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Content is timely and relevant	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Content exhibits connection to trends in the field or community	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree
Additional comments about off-air program preparation	

What additional suggestions do you have for ways this programmer could improve their on-air performance? Please be as specific as possible. Use a blank sheet of paper or the back of the form if you need space.

## **Evaluation of Off-air Performance**

**To the evaluation team**: The purpose of this form is to provide feedback to KFAI programmers on aspects of their work which are important to the success of the station overall, but which cannot be assessed from their on-air performance. While the professionalism of each volunteer programmer's on-air work is of central importance, we hope that volunteers, like the staff of the station, are committed to the vision of KFAI as a voice of the community.

As completely as you can, consider the ways in which the person you are evaluating fulfills each of the following aspects of his/her **off-air** work for the station. If you do not have knowledge about an area, simply select "Don't Know."

Off-air preparation	
Participates in training sessions	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree [] Don't Know
Sets program goals in cooperation with staff	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree [] Don't Know
Actively participates in pledge drives	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree [] Don't Know
Actively promotes their program (promo carts, web updates, email, etc.)	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree [] Don't Know
The program's web page on www.kfai.org contains current information about the show	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree [] Don't Know
Personal Commitment	
Faithfully meets his/her program schedule commitment	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree [] Don't Know
Fulfills volunteer hour commitment	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree [] Don't Know
Cooperates with others in daily operations	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree [] Don't Know
Assists in over-all station success off-air	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree [] Don't Know

Community connectedness	
Work reflects the interests/needs of the community being served	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree [] Don't Know
Actively seeks connections with the community off-air	[] Strongly Agree [] Agree [] Disagree [] Strongly Disagree [] Don't Know

Please provide whatever comments you can offer about the off-air performance of the programmer. How specifically does the programmer do a particularly good job or how might he/she improve?

Considering the factors above, in what ways has the programmer contributed positively off-air to KFAI?

Given what you know about the programmer's off-air performance, in what ways might he/she improve in this area?

Do you have any other comments that will be helpful to the programmer(s)?