



**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](http://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](http://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.

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Program: \_\_\_\_\_

Programmer(s): \_\_\_\_\_

Date/time of broadcast(s): \_\_\_\_\_

Evaluator: \_\_\_\_\_

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

<b>Off-air program preparation</b>	
Content shows evidence of advance preparation	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree
Content is timely and relevant	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree
Content exhibits connection to trends in the field or community	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> 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."

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

<b>Community connectedness</b>	
Work reflects the interests/needs of the community being served	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't Know
Actively seeks connections with the community off-air	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> 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)?