



KFAI Programmers Programmer Self-Evaluation and Planning Template

Name: _____ Program Title: _____

Date: _____

The importance of volunteer programmers to the station cannot be overestimated. Whether you are new to the station or whether you have been on-air for a long time, stating your goals, plans, and needs will assist the KFAI staff in keeping this community-based radio station among the best in the business. The purpose of this template is to assist you in the planning and execution of your program's contribution to the success of KFAI as a community-serving medium.

Continuing programmers: Section 1 is a way for you to assess how you feel your program has been going in the past few months; it asks you to think about your successes and challenges and to evaluate your on-air presence by listening to a recording of your show and (objectively, if possible!) rating your skills. Section 2 asks you to set out your plans for the next year or so.

New programmers: please go directly to Section 2 to outline your goals and program plans as you begin your work with the station.

To complete the Programmer Self Evaluation online:

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

Section 1: Program Retrospective

(1) What were your established goals for this past year? What things you have been trying to do with your program over the past several months? Please refer to your Program Evaluation Summary from last year if available.

Goal 1:

Goal 2:

Goal 3:

Other Goals:

(2) Rate how successful you feel you have been in achieving these goals:

I was successful in achieving Goal 1	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree
I was successful in achieving Goal 2	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree
I was successful in achieving Goal 3	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree
I was successful in achieving other goals (listed above)	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree

(3) What have been your greatest successes and why?

4) What have been your greatest challenges in accomplishing what you set out to do?

(5) What is the community that your program serves (for example, a particular nationality, devotees of a particular genre of music, general public)? Give examples of the ways you have tried to assure that your program reflects the interests or needs of this community.

(6) In what ways have you actively sought connections off-air with the community your program serves?

(7) Rate how fully you have been able to accomplish the following:

I faithfully met my program schedule commitment	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree
I fulfilled the volunteer hour commitment	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree
I assisted 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
I was able to participate in training sessions	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree
I actively participated in the pledge drives	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree

(8) Please give examples of how you have or haven't been able to participate fully in the station's activities.

Finally, listen to a recording of one or more of your programs over the last several months. Rate yourself on the following listening check-list.

On-air Performance	
Mechanics	
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	
Content	
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	
On-mic presence	
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	

Off-air program preparation	
Program is actively promoted (promo carts, web updates, email, etc.)	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree
The program's web page on www.kfai.org contains current information about the show	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree
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	

Section 2: Future Plans

(10) What are the three most important things you wish to accomplish with your program over the next several months?

Goal 1:

Goal 2:

Goal 3:

(11) What specific plans do you have to accomplish your 1st goal?

(12) Your 2nd goal?

(13) Your 3rd goal?

(14) Is there specific training or help you need from KFAI staff to accomplish these goals?
[] Yes [] No

(15) What sorts of training or assistance would help you air a quality program?

(16) How do you foresee staying connected to the community your program serves?

Thanks for taking the time to reflect on your work at KFAI.