

Program Manager Job Performance Evaluation

Section 1 - Fulfilment of duties and responsibilities:

The Program Manager's primary responsibility is to maintain broadcast activities during the hours indicated in section II of the license the *Promise of Performance (PoP)* to standards set out by the CRTC and the station's own policies.

1. The Program Manager is familiar with the requirements of license and regulations of the CRTC, and is capable of maintaining the FM broadcasts in accordance with these regulations.
 - Excellent
 - Good
 - Satisfactory
 - Needs Improvement
 - Unsatisfactory

2. The Program manager is familiar with the policies of CHSR governing programming and is capable of maintaining the FM broadcasts in accordance with these policies.
 - Excellent
 - Good
 - Satisfactory
 - Needs Improvement
 - Unsatisfactory

3. The Program Manager is familiar with the CHSR FM constitution and by-laws and is capable of working within the structure and guidelines presented there.
 - Excellent
 - Good
 - Satisfactory
 - Needs Improvement
 - Unsatisfactory

The Program Manager is responsible for maintaining the quality of CHSR FM's broadcast. S/he heads a team of senior volunteers (the Programming Committee) whose role is to assign, evaluate, and discipline programmers; maintain the weekly schedule; and respond to complaints about programming. The Program Manager will work closely with the Programming Committee members in the development of programming on CHSR FM that reflects the mosaic of the university and local communities...and [assist] the Executive in the development of the on-air departments.

4. The Program Manager has begun initiatives which will result in the continued development of the program schedule.
 - Excellent
 - Good
 - Satisfactory
 - Needs Improvement
 - Unsatisfactory

5. The Program Manager has successfully trained broadcast personnel to meet or exceed the standards expected in CHSR's policy on Broadcast Standards.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

6. The Program Manager has actively participated in the maintenance of the broadcast as needed.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

7. The Program Manager has assisted the Executive Committee members in the development of their skills as they relate to on-air skills.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

The Program Manager is responsible for the proper recording of Music Logs, Program Logs and Audio Logs.

8. The Program Manager has maintained the minimum requirements for written records of CHSR's broadcast.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

9. The Program manager has maintained the minimum requirements for audio records of CHSR's broadcast.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

The Program Manager must act as part of a team that assembles the best possible equipment under the circumstances and maintains these for the best possible on-air sound. Resource material such as tapes, cassettes, and CDs as well as portable recording equipment, are to be administered by the Program Manager.

10. The Program Manager has actively participated on committees concerned with the creation of the annual budget.
- Excellent
 - Good
 - Satisfactory
 - Needs Improvement
 - Unsatisfactory
11. The Program manager has maintained supplies and equipment in a responsible manner.
- Excellent
 - Good
 - Satisfactory
 - Needs Improvement
 - Unsatisfactory

Section 2 - Relationship within the station:

Though the Program Manager is responsible to the Board of Directors through the Station Manager s/he must work closely with the Executive Committee as representatives of the membership. As a member of, and the representative for, the Programming Committee, the Program Manager is responsible for carrying out that body's policies and decisions in the assignment, review and discipline of on-air programmers.

Relationship with staff:

12. The Program Manager is approachable and participates in staff projects.
- Excellent
 - Good
 - Satisfactory
 - Needs Improvement
 - Unsatisfactory
13. The Program Manager performs shared duties with staff.
- Excellent
 - Good
 - Satisfactory
 - Needs Improvement
 - Unsatisfactory
14. The Program Manager observes safe work environment policies.
- Excellent
 - Good
 - Satisfactory
 - Needs Improvement
 - Unsatisfactory

15. The Program Manager works within the station's reporting and supervisory structure.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

16. The Program Manager attends and participates in staff meetings regularly and promptly.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

Relationship with the Board of Directors:

17. The Program Manager attends and participates in Board of Directors meetings regularly and promptly.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

18. The Program Manager reports regularly and in a timely manner to the Board of Directors.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

Relationship with the Executive:

19. The Program Manager attends and participates in Executive Committee meetings regularly and promptly.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

20. The Program Manager assists and advises the Executive Committee in station management matters.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

21. The Program Manager works with the Executive Committee on matters related to weekly management of the station.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

22. The Program Manager is approachable and participates in staff projects.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

Relationship with the Programming Committee:

23. The Program Manager attends and participates Programming Committee meetings regularly and promptly.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

24. The Program Manager works with the Programming Committee on matters related to programming.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

25. The Program Manager is approachable and participates in Programming Committee projects.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

Relationship with programmers:

26. The Program Manager is approachable and interacts with programmers as needed.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

27. The Program Manager is available for consultations with programmers.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

28. The Program Manager initiates contact regarding training and feedback with programmers to assist in the development of their skills.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

Relationship with the General Membership:

29. The Program Manager attends and participates in general Membership meetings regularly and promptly.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

30. The Program Manager is approachable and helpful with members in areas not directly related to the broadcast schedule.

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

31. The Program Manager advises, assists and participates in projects of the general membership not directly related to broadcast.

- Excellent
 - Good
 - Satisfactory
 - Needs Improvement
 - Unsatisfactory
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