

**NABU 330 – Evaluation Form**  
**Assignment #2 – New Employee Handbook**

Team Name \_\_\_\_\_

Company \_\_\_\_\_

**Members**

1	
2	
3	
4	
5	

**COMMENTS**

NABU 330 Assessment Assignment 2 New Employee Handbook	Appraisal	Mark
<u>Final Document</u> <ul style="list-style-type: none"> <li>- Research and content</li> <li>- Appropriate citations and references</li> <li>- Correct spelling, grammar, punctuation, and word choice</li> <li>- Relevance and appropriateness of content</li> <li>- Met assignment requirements</li> <li>- Breadth and depth of coverage</li> <li>- Works as a New Employee Handbook</li> <li>- <b>DID THE HANDBOOK REFLECT THE NEEDS OF THE COMPANY AND COVER THE MOST IMPORTANT LEGISLATION</b></li> </ul>	Strength Area Adequate Weak Area	/50
<u>Creativity for both Document and Presentation</u> <ul style="list-style-type: none"> <li>- Range of topics covered</li> <li>- Unique considerations unique to the company</li> <li>- Use of graphical organizers</li> <li>- Appropriate and effective use of colours, fonts, images, etc.</li> </ul>	Strength Area Adequate Weak Area	/10
<u>Presentation Development &amp; Organization</u> <ul style="list-style-type: none"> <li>- Introduction captured attention and interest</li> <li>- Summary/closing, note of finality</li> <li>- Engaging description of the handbook</li> </ul>	Strength Area Adequate Weak Area	/20
<u>Delivery</u> <ul style="list-style-type: none"> <li>- Voice volume, pace, and speed</li> <li>- Every member of the team spoke</li> <li>- Eye contact</li> </ul>	Strength Area Adequate Weak Area	/5
<u>Class involvement and engagement</u> <ul style="list-style-type: none"> <li>- Engaged and involved the class</li> <li>- Gave the audience a reason to listen, held their attention</li> </ul> <b>ACTIVITY OR QUESTIONS please circle YES NO</b>	Strength Area Adequate Weak Area	/5
<u>Professionalism</u> <ul style="list-style-type: none"> <li>- <b>GROUP WAS IN BUSINESS ATTIRE</b></li> </ul> <b>please circle YES NO SOME</b>	Strength Area Adequate Weak Area	/5
<u>Presentation</u> <ul style="list-style-type: none"> <li>- Effective use of note cards, slide deck, handouts, etc.</li> <li>- Correct grammar, pronunciation, and word choice</li> <li>- Met time limit</li> </ul>	Strength Area Adequate Weak Area	/5
<b><u>TOTAL</u></b>		<b>/100</b>