Graduate Assistantship Evaluation Form

Name:	Position:
Name	1 OSITIOII

Evaluation Areas	Outstanding	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
Basic Requirements						
1. Follows directions						
2. Completes work as scheduled						
3. Executes assignments according to job description						
4. Displays reliability and promptness						
Task Performance						
5. Produces quality work						
6. Manages time effectively						
7. Works independently						
8. Works in an organized manner						
Professionalism						
9. Works well with other(s)						
10. Receptive to direction and constructive criticism						
11. Recognizes problem areas and makes improvements						
12. Exhibits work ethic and integrity						

Supervisor Comments : (Please use this space to comment on additional information regarding the assistant's work performance.)						
Graduate Assistant's Comments : (Please use this space to comment on specific aspects of your assignment and guidance.)						
The following gign stu	nos indicate that the anaduat	a assistant has road and und	oustand the			
The following signatures indicate that the graduate assistant has read and understood the assessment and has discussed it with the supervisor. The signatures do no imply agreement.						
Supervisor:	Print	Signature	 Date			
Condenda A		C				
Graduate Assistant: :	Print	Signature	Date			

Performance Evaluation Criteria

The following criteria should be used to evaluate the graduate assistant's performance.

OUTSTANDING

Performance is far and above the defined job expectations. The graduate assistant consistently does outstanding work, regularly exceeding job expectations. Performance that exceeds expectations is due to the effort and skills of the employee. Any performance not consistently exceeding expectations is minor or due to events not under the control of the employee.

VERY GOOD

Performance meets the defined job expectations and in many instances exceeds job expectations. The graduate assistant is, overall, doing a very good job. Performance that exceeds expectations is due to the effort and skills of the graduate assistant.

SATISFACTORY

Performance meets the defined job expectations. The graduate assistant generally performs according to the expectations by doing a good job. The graduate assistant is doing the job at the level expected for graduate assistants in this position. The good performance is due to the graduate assistant's own effort and skills.

NEEDS IMPROVEMENT

Performance meets most of the job expectations but only partially meets the remainder. The graduate assistant generally is doing the job at a minimal level, and improvement is needed to fully meet expectations. Lapses in performance are due to the graduate assistant's lack of skills or effort.

UNSATISFACTORY

Performance consistently fails to meet the defined expectations or requires frequent, close supervision and/or the redoing of work. The employee is not doing the job at the level expected for graduate assistants in this position. Unsuccessful job performance is due to the graduate assistant's own lack of effort or skills.

NOT APPLICABLE

Does not apply to position.