Graduate Assistantship Evaluation Form

Name: ______ Position: _____

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						

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 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
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 expectation sharmal ny 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.gTaduate 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.