

Graduate Assistant Evaluation

Name: _____ Job Title: _____

Appointment Period: _____

Key

U = Unsatisfactory

NI = Needs Improvement

S = Satisfactory

Job Performance

	<u>U</u>	<u>NI</u>	<u>S</u>
Quality of work	1	2	3
Timeliness of task completion	1	2	3
Focused on assignments	1	2	3
Takes initiative in getting things done	1	2	3
Makes suggestions for improvement	1	2	3
Works well with other staff	1	2	3
Punctuality for work/follows work schedule	1	2	3
Overall	1	2	3

Comments:

This evaluation has been reviewed by the graduate assistant and supervisor.

Supervisor Signature

Date

Graduate Assistant Signature

Date