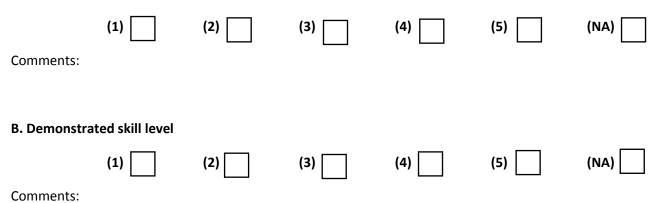
Department of Teaching and Learning

GTA/GAA/GRA Employee Performance Evaluation

culty Member/Supervisor/Section Head completing form:
Name:
Position/Assignment:
ction:toto
te:
structions:
 The advisor/supervisor should meet with the GA at the beginning of the appointment period to define duties, aspects of performance that will be evaluated below, responsibilities, and specific performance objectives to be achieved during the evaluation period. Attach documentation you have from this meeting to this form. During the evaluation period, progress will be measured against the performance objectives discussed with the GA at the beginning of the appointment period. For GTAs, SEIs will also be reviewed for performance purposes. For further information regarding GA performance policies and procedures please refer to the Graduate Student Handbook. At the end of the evaluation period, the advisor/supervisor will measure the GA's performance against the specified objectives using the following ratings: (1) Unsatisfactory – Does not meet expectations (2) Below Average – Meets most expectations (3) Average – Meets all expectations (4) Above Average – Usually exceeds expectations (5) Outstanding – Greatly exceeds expectations (6) Outstanding – Greatly exceeds expectations
pects of Performance (Circle the appropriate rating and support your selection under the Comments section. mments are given when relevant, but always when giving a score of 3 or lower.)
minents are given when relevant, but always when giving a score of 5 of lower.

A. Knowledge of assignment



C. Communication

	(1)	(2)	(3)	(4)	(5)	(NA)
Comments:						
D. Ability to v	work with othe	rs				
Comments:	(1)	(2)	(3)	(4)	(5)	(NA)
E. Constituen	t relations					
	(1)	(2)	(3)	(4)	(5)	(NA)
Comments:						
F. Ability to w	vork independe	ently				
	(1)	(2)	(3)	(4)	(5)	(NA)
Comments:						
G. Quality of	work					
	(1)	(2)	(3)	(4)	(5)	(NA)
Comments:						
H. Quantity o	of work					
	(1)	(2)	(3)	(4)	(5)	(NA)
Comments:						
I. Attendance	/Punctuality					
	(1)	(2)	(3)	(4)	(5)	(NA)

Comments:

J. Initiative/Ir	nnovation							
	(1)	(2)	(3)	(4)	(5)	(NA)		
Comments:								
K. Other (des	cribe)							
	(1)	(2)	(3)	(4)	(5)	(NA)		
Comments:								
Overall Rating (Circle the rating that best describes the GA's overall performance during the appraisal period.)								
	(1)	(2)	(3)	(4)	(5)	(NA)		
Comments:								
Advisor/Supe	rvisor's Comme	ents:						

GA's Comments:

Signatures: (Note: Signatures indication understanding of contents, not necessarily agreement.)

Date

GΑ

Date