

Department of Teaching and Learning
GTA/GAA/GRA Employee Performance Evaluation

Faculty Member/Supervisor/Section Head completing form: _____

GA Name: _____

GA Position/Assignment: _____

Section: _____ Appraisal Period: _____ to _____

Date: _____

Instructions:

- 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
 - (NA) – Not applicable

Aspects of Performance (Circle the appropriate rating and support your selection under the Comments section. Comments are given when relevant, but always when giving a score of 3 or lower.)

A. Knowledge of assignment

(1) (2) (3) (4) (5) (NA)

Comments:

B. Demonstrated skill level

(1) (2) (3) (4) (5) (NA)

Comments:

C. Communication

(1) (2) (3) (4) (5) (NA)

Comments:

D. Ability to work with others

(1) (2) (3) (4) (5) (NA)

Comments:

E. Constituent relations

(1) (2) (3) (4) (5) (NA)

Comments:

F. Ability to work independently

(1) (2) (3) (4) (5) (NA)

Comments:

G. Quality of work

(1) (2) (3) (4) (5) (NA)

Comments:

H. Quantity of work

(1) (2) (3) (4) (5) (NA)

Comments:

I. Attendance/Punctuality

(1) (2) (3) (4) (5) (NA)

Comments:

J. Initiative/Innovation

(1) (2) (3) (4) (5) (NA)

Comments:

K. Other (describe) _____

(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/Supervisor's Comments:

GA's Comments:

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

Appraising advisor/supervisor

Date

GA

Date