

## Graduate Assistantship Evaluation Form

Name: \_\_\_\_\_ Position: \_\_\_\_\_

<b>Evaluation Areas</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Applicable</b>
<b>Basic Requirements</b>						
1. Follows directions						
2. Completes work as scheduled						
3. Executes assignments according to job description						
4. Displays reliability and promptness						
<b>Task Performance</b>						
5. Produces quality work						
6. Manages time effectively						
7. Works independently						
8. Works in an organized manner						
<b>Professionalism</b>						
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						



## **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.