



GRADUATE TEACHING ASSISTANT EVALUATION

Graduate Student's Name: _____ V# _____

Appointment Effective Date: _____ Authorized Hours _____

Appointment: New Reappointment Term: _____ Academic Year: _____

Office Assignment: _____ Division: _____

Work Site Supervisor/Evaluator: _____

EVALUATION

4=Exceeds expectations 3=Meets Expectations
2=Professional Development Plan 1=Does not meet expectations

- ___ Strong written and verbal communication skills
- ___ Able to use technological tools (e.g. common computer software, multiple line telephone system)
- ___ Works independently, with little supervision
- ___ Conscientious and reliable
- ___ Aptitude for creative problem solving
- ___ Attitude of mutual respect and collegiality
- ___ Arrives on time, in suitable attire, and prepared
- ___ Tracks hours appropriately
- ___ Notifies assigned supervisor, in advance, of any absences

Reappointment Qualified: Yes No

INSTITUTIONAL ACTIONS

Worked the authorized number of hours for this term Yes No

Comments (attach additional pages, if needed):

Immediate Supervisor: _____ Date: _____

Graduate Student: _____ Date: _____

Please keep copy for advisor and student and send original to Graduate Programs Office