

Position Information

Employee Name		Supervisor has confirmed with academic home or major professor that the Graduate Employee qualifies for employment <input type="checkbox"/>	
Department		**Insert link to tools for evaluating Academic Progress per the Grad School	
Evaluation Period		Date of Evaluation	
Supervisor			
Position Number C6	Appt % (FTE)	Appt Basis (term; 9 mo.; or 12 mo.)	Job Location

Position Duties

Primary Duties (taken from the position description)

Overall Evaluation (required)

The supervisor provides comments substantiating the **overall** performance rating. If there are areas in which the Graduate Assistant is expected to improve his/her performance, they should be noted in this section.

Exceeds Expectations Meets Expectations Does NOT Meet Expectations

Comments: (example text in italics, replace as necessary)

- A. Overall [Graduate Assistant] exceeds the general responsibilities outlined in the position description.
- B. [Graduate Assistant] meets the general responsibilities outlined in the position description, but [Supervisor] would like to see more self-started

The supervising faculty member will complete a written evaluation of the Graduate Assistant's work and review it with the GA at least once per year.

initiative related to finding ways to improve the [research tasks/teaching assignments].

C. *[Graduate Assistant]'s attitude towards responsibilities laid out in the position description, is not congruent with the expectations of a graduate level appointment.*

D. *[Supervisor] is committed to exploring mechanisms for creating a valuable and manageable experience for [Graduate Assistant] and the department.*

THE FOLLOWING SECTIONS ARE OPTIONAL, BUT CAN BE USED TO OFFER FURTHER DETAIL TO THE GRADUATE EMPLOYEE

Evaluation of Major Job Responsibilities (position description duties) (optional)

Exceeds Expectations Meets Expectations Does NOT Meet Expectations

Comments: (example text in italics, replace as necessary)

A. *[Graduate Assistant] meets many of the responsibilities outlined in the PD. [Graduate Assistant] assists in supporting student learning, offers regular office hours and responds to inquiries regarding labs*

B. *Is making good progress on assigned laboratory work, takes initiative, and keeps a clean and safe working environment.*

C. *With respect to K-12 outreach efforts, [Graduate Assistant] is not currently doing much of this. This is considered a professional development opportunity, and [Supervisor]'s instructions are to prioritize other activities over this duty.*

General Expectations (optional)

- a. **JOB KNOWLEDGE/TECHNICAL COMPETENCE.** Possesses and demonstrates technical, general or other specific knowledge and skills required to perform job duties and accomplish stated objectives.

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Comments: (example text in italics, replace as necessary)

A. *Generally, [Graduate Assistant] displays knowledge necessary to deliver the basic duties of a teaching assistant.*

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B. If [Graduate Assistant] is unaware of how to complete a technical task, he appropriately seeks out [Supervisor] for help.

- b. **QUALITY.** Demonstrates a commitment to providing quality work. Work performed is of high standard. Is not satisfied with producing work that is "just good enough."

Exceeds Expectations Meets Expectations Does NOT Meet Expectations

Comments: (example text in italics, replace as necessary)

- A. *Research tasks are performed at the highest standard, with great attention to detail, and with care in execution*
- B. *Office hours are conducted with great thought in terms of pedagogy and in a manner that provides for a welcoming environment to students that makes the encounter conducive to learning*
- C. *[Graduate Assistant] does not hold office hours at scheduled times, and does not respond to student inquiries in a timely manner*

- c. **WORKING RELATIONSHIPS AND COMMUNICATION.** Establishes and maintains cooperative working relationships with co-workers and supervisor. Responds actively and effectively to needs of undergraduate students and colleagues. Respects abilities, decisions and motives of co-workers, internal stakeholders and partners. Speaks and acts ethically, fairly and consistently. Practices timely concise and relevant communication.

Exceeds Expectations Meets Expectations Does NOT Meet Expectations

Comments: (example text in italics, replace as necessary)

- A. *[Graduate Assistant] appears to have a good working relationship with the undergraduate students that he is serving. This is an important quality of the successful graduate student working in this role.*

- d. **INTEREST AND INITIATIVE.** Displays enthusiasm, dedication and interest in duties and responsibilities. Is a self-starter and proactive in approach to job. Demonstrates willingness to work beyond the usual or ordinary requirements of
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job when needed. Shows initiative and flexibility in meeting challenges. Capable of acting independently when circumstances warrant.

Exceeds Expectations Meets Expectations Does NOT Meet Expectations

Comments: (example text in italics, replace as necessary)

A. *[Graduate Assistant] takes the initiative to ensure that program activities that she is assigned are implemented and performs her duties with acceptable quality.*

B. *Draft journal manuscript was produced and submitted by agreed upon deadline and the quality of the manuscript was satisfactory (with respect to content, formatting, spell-checking etc.)*

- e. **JUDG?MENT**. Demonstrates ability to analyze available data or circumstances, consider alternatives, and make well-reasoned, timely decisions that favorably affect performance and organizational goals. Acts reliably and responsibly, keeping supervisor informed and aware of potential issues or areas that need attention.

Exceeds Expectations Meets Expectations Does NOT Meet Expectations

Comments: (example text in italics, replace as necessary)

A. *[Graduate Assistant] needs to improve ability to apply sound judgment and follow protocols for how data should be handled and shared (in accordance with university IRB/IACUC and RCR policies)*

B. *[Graduate Assistant] performs work in accordance with health and safety protocols, and helps keep various laboratory H&S records up to date*

C. *[Graduate Assistant]'s lack of ability to manage time and delegate work to the undergraduate worker is partially responsible for difficulty in managing the assigned work.*

It should be noted that [Supervisor] has attempted to coach [Graduate Assistant] on multiple occasions on delegating more of his work to the undergraduate worker, whom [Graduate Assistant] oversees.

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Goals for the Next Evaluation Period (If Applicable - Optional)

Goals: (example text in italics, replace as necessary)

- A. *[Graduate Assistant] and [Supervisor] will create a list of goals and primary tasks (attached) to facilitate better evaluation of accomplishments for the next evaluation period,*
- B. *[Graduate Assistant] will log his time weekly to determine how he is meeting the .49 FTE commitment.*

Additional goals/areas of improvement/excellence discussed are (can include written input provided by students, clients or others who have direct knowledge of the employee's performance (Article 15, Section 2):

Signatures

Employee signature confirms **receipt** of the evaluation. Graduate Assistants may submit a written rebuttal for inclusion into the personnel record within 30 days of receipt of the evaluation (Art. 15, Sec.4).

Employee Signature

Date

Supervisor Signature

Date