

Graduate Assistantship Evaluation Form

Name: _____ Position: _____

Evaluation Areas	Outstanding	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
Basic Requirements						
1. Follows directions						
2. Completes work as scheduled						
3. Executes assignments according to job description						
4. Displays reliability and promptness						
Task Performance						
5. Produces quality work						
6. Manages time effectively						

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.