Graduate Assistant Evaluation

Name: ___________________________  Job Title: ___________________________

Appointment Period: ___________________________

Key
U = Unsatisfactory
NI = Needs Improvement
S = Satisfactory

Job Performance

<table>
<thead>
<tr>
<th></th>
<th>U</th>
<th>NI</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of work</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Timeliness of task completion</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Focused on assignments</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Takes initiative in getting things done</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Makes suggestions for improvement</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Works well with other staff</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Punctuality for work/follows work schedule</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Overall</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Comments:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

This evaluation has been reviewed by the graduate assistant and supervisor.

Supervisor Signature ___________________________ Date ___________

Graduate Assistant Signature ___________________________ Date ___________
Teaching Assistant Course Evaluation

Name: ____________________________  Course taught: ____________________________
Department: ____________________________  Semester: ____________________________

A = Strongly agree  S = Satisfactory
B = Agree  NI = Needs Improvement
C = Undecided  U = Unsatisfactory
D = Disagree  NA = Not Applicable
E = Strongly Disagree

1. The teaching assistant had a dedication to and enthusiasm for the subject being taught.
2. The teaching assistant appeared to be prepared for class.
3. The teaching assistant completed all tasks in a timely manner.
4. The course was well organized.
5. The teaching assistant was effective in teaching the subject matter in the course.
6. The teaching assistant sought advice timely and appropriately from faculty mentor.
7. The teaching assistant presented (communicated) the material clearly.
8. When the teaching assistant sensed the class was confused, attempts were made to clear up the confusion.
9. The teaching assistant took the initiative in getting things done
10. Overall, I would evaluate this course as excellent.

Comments:

This evaluation has been reviewed by the graduate assistant and faculty mentor or supervisor.

Faculty mentor/supervisor signature  date  Teaching assistant signature  date

For faculty mentor/supervisor only: Please comment on how the results of this evaluation may be used to improve the effectiveness of this teaching assistant or of other teaching assistants in your program: