

NORTH CAROLINA A&T STATE UNIVERSITY

School of Graduate Studies

GRADUATE ASSISTANT EVALUATION

Department _____

Name of Graduate Assistant: _____ Banner ID _____

Contract Term (s): From _____ Through _____

Graduate Administrative Assistant ☐ Graduate Research Assistant ☐ Graduate Teaching Assistant ☐

PERFORMANCE FACTORS	PERFORMANCE APPRAISAL				
	Far Exceeds	Exceeds	Meets	Partially Meets	Does not Meet
Quality of Work Accuracy, thoroughness, neatness	Consistently excellent, errors, seldom ☐	Better than average, few errors ☐	Consistently satisfactory, occasional errors ☐	Frequent errors, careless ☐	Unsatisfactory, many errors ☐
Quantity of Work Productive Output	Output unusually high, exceptionally fast ☐	Does a good day's work, better than average quantity ☐	Average, turns out required amount of work, seldom more ☐	Slow output, frequently below required quantity ☐	Output inadequate to retain on job ☐
Dependability Follows instructions, judgment	Consistently dependable ☐	Dependable in most respects ☐	Ordinarily dependable ☐	Frequently undependable ☐	Consistently undependable ☐
Compatibility Attitude, ability to get along with others	Consistently inspires others to work with and assist co-workers ☐	Quick to volunteer to work with and assist others ☐	Generally works well with and assist others ☐	Cooperates only when has to, frequent conflict ☐	Consistently does not work well with or assist others ☐
Attendance	Consistently present and on time ☐	Seldom absent or late ☐	Average attendance record, usually on time ☐	Frequent absences and tardiness ☐	Attendance too poor to retain ☐
Supervisory/Teaching Ability	Exceptional ability to supervise/teach ☐	Above average ability to supervise/teach ☐	Adequate skills in supervisory/teaching responsibility ☐	Has some difficulty with supervisory and teaching skills ☐	Exhibits little to no supervisory/teaching capability ☐

Immediate Supervisor's Comments: _____

Recommendation (circle one): Retain : Yes ☐ No ☐

Reassign: Yes ☐ No ☐

Graduate Assistant's Comments: _____

Signatures Required

Supervisor Name (Print)

Supervisor Signature

Date

Dept. Chair or Graduate Coordinator Signature/ Date

Graduate Assistant Signature

Date