

NORTH CAROLINA A&T STATE UNIVERSITY

School of Graduate Studies

GRADUATE ASSISTANT EVALUATION

Department _____

Name of Graduate Assistant: _____

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

Immediate Supervisor's Comments: _____

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

Reassign: Yes **No**

Graduate Assistant's Comments: _____

Signatures Required

Supervisor **Date**

Graduate Assistant **Date**

Department Chair or Graduate Coordinator **Date**