

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
<b>Quality of Work</b> 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"/>
<b>Quantity of Work</b> 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"/>
<b>Dependability</b> 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"/>
<b>Compatibility</b> 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"/>
<b>Attendance</b>	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"/>
<b>Supervisory/Teaching Ability</b>	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 \_\_\_\_\_