

WESTERN OREGON UNIVERSITY

GRADUATE TEACHING ASSISTANT EVALUATION

Graduate Student's Name: _____ V# _____
Appointment Effective Date: _____ Authorized Hours _____ (195 max)
Appointment: New Reappointment Term: _____ Academic Year: _____
Office Assignment: _____ Division: _____
Work Site Supervisor/Evaluator: _____

EVALUATION

4=Exceeds expectations 3=Meets Expectations
2=Professional Development Plan 1=Does not meet expectations

____ Strong written and verbal communication skills
____ Able to use technological tools (e.g. common computer software, multiple line telephone system)
____ Works independently, with little supervision
____ Conscientious and reliable
____ Aptitude for creative problem solving
____ Attitude of mutual respect and collegiality
____ Arrives on time, in suitable attire, and prepared
____ Tracks hours appropriately
____ Notifies assigned supervisor, in advance, of any absences

Reappointment Qualified: Yes No

INSTITUTIONAL ACTIONS

Received full tuition remission for 9-12 credit hours (not including student fees) Yes No

Worked the authorized number of hours for this term Yes No

Comments (attach additional pages, if needed):

Immediate Supervisor: _____ Date: _____

Graduate Assistant: _____ Date: _____

OFFICE USE ONLY

Original: Human Resources ____

Copies: Graduate Programs Office ____ Assigned Office ____
Division Supervisor ____ Graduate Assistant ____