



## 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: \_\_\_\_\_

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### 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):

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Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Student: \_\_\_\_\_ Date: \_\_\_\_\_

*Please keep copy for advisor and student and send original to Graduate Programs Office*