

**Position Information**

Employee Name		Supervisor has confirmed with academic home or major professor that the Graduate Employee qualifies for employment (has registered for 12 credit hours) <input type="checkbox"/>	
Department			
Evaluation Period		Date of Evaluation	
Supervisor			
Position Number C6	Appt % (FTE)	Appt Basis (term; 9 mo.; or 12 mo.)	Job Location

**Position Duties**

Primary Duties (taken from the position description)

**Overall Evaluation (required)**

The supervisor provides comments substantiating the **overall** performance rating. If there are areas in which the Graduate Assistant is expected to improve his/her performance, they should be noted in this section.

Exceeds Expectations  Meets Expectations  Does NOT Meet Expectations

Comments:

The supervising faculty member will complete a written evaluation of the Graduate Assistant's work and review it with the GA at least once per year.

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**General Expectations (optional)**

- a. **JOB KNOWLEDGE/TECHNICAL COMPETENCE.** Possesses and demonstrates technical, general or other specific knowledge and skills required to perform job duties and accomplish stated objectives.

Exceeds Expectations    Meets Expectations    Does NOT Meet Expectations

Comments:

- b. **QUALITY.** Demonstrates a commitment to providing quality work. Work performed is of high standard. Is not satisfied with producing work that is "just good enough."

Exceeds Expectations    Meets Expectations    Does NOT Meet Expectations

Comments:

- c. **WORKING RELATIONSHIPS AND COMMUNICATION.** Establishes and maintains cooperative working relationships with co-workers and supervisor. Responds actively and effectively to needs of undergraduate students and colleagues. Respects abilities, decisions and motives of co-workers, internal stakeholders and partners. Speaks and acts ethically, fairly and consistently. Practices timely concise and relevant communication.

Exceeds Expectations    Meets Expectations    Does NOT Meet Expectations

Comments:

The supervising faculty member will complete a written evaluation of the Graduate Assistant's work and review it with the GA at least once per year.

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- d. **INTEREST AND INITIATIVE.** Displays enthusiasm, dedication and interest in duties and responsibilities. Is a self-starter and proactive in approach to job. Demonstrates willingness to work beyond the usual or ordinary requirements of job when needed. Shows initiative and flexibility in meeting challenges. Capable of acting independently when circumstances warrant.

Exceeds Expectations    Meets Expectations    Does NOT Meet Expectations

Comments:

- e. **JUDGMENT.** Demonstrates ability to analyze available data or circumstances, consider alternatives, and make well-reasoned, timely decisions that favorably affect performance and organizational goals. Acts reliably and responsibly, keeping supervisor informed and aware of potential issues or areas that need attention.

Exceeds Expectations    Meets Expectations    Does NOT Meet Expectations

Comments:

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**Goals for the Next Evaluation Period (If Applicable - Optional)**

Goals:

The supervising faculty member will complete a written evaluation of the Graduate Assistant's work and review it with the GA at least once per year.

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**Signatures**

Employee signature confirms *receipt* of the evaluation. Graduate Assistants may submit a written rebuttal for inclusion into the personnel record within 30 days of receipt of the evaluation (Art. 15, Sec.4).

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Employee Signature

Date

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Supervisor Signature

Date