

Graduate Assistantship Personnel Evaluation

The purpose of this evaluation is to assess the student's performance and thereby assist them in developing and improving their skills, and ensure a standard of acceptable employee performance. It is suggested to evaluate the student's performance at the mid-point and end of the contract period.

GA name: WIU ID #: Work department: <u>Category</u> <input type="checkbox"/> Graduate <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Research <input type="checkbox"/> Other (describe): <input type="checkbox"/> Teaching Support _____ Assistant		Job description:
Category	Rating (4=High)	Comments
How well does this graduate student fulfill the duties assigned?		
How well does this graduate student work with others?		
Maintain a professional work attitude?		
Dependable, punctual, and in attendance when required?		
To what degree does this graduate student possess the research skills for this position?		
To what degree does this graduate student exercise good judgment in decision-making?		
To what extent does this graduate student produce work that meets high standards of quality?		
Other:		
Overall evaluation		

Specific strengths demonstrated by this graduate student:

Suggestions for improvement:

Should the student be retained in a graduate assistantship next year? __Yes __No

Do you wish to retain this student as a graduate assistant in your program? (If yes, complete GA/TA Contract request.) __Yes __No

General comments:

Please attach any additional documentation or information you feel appropriate. This evaluation should be forwarded to Human Resources.

Supervisor signature: _____ Date: _____

I certify that this evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement or disagreement.

Student signature: _____ Date: _____

Human Resources

Email: GradAssistantships@wiu.edu; Phone (309) 298-1971