



The supervising faculty member will complete a written evaluation of the Graduate Assistant's work and review it with the Graduate Assistant.

Position Information

Employee Name:			
Department: Crop and Soil Science			
Supervisor Name:			
Evaluation Period:		to	Date of Evaluation:
Supervisor has confirmed with academic home or major professor that the Graduate Employee qualifies for employment (<i>satisfactory academic standing</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>			
Position Number	Appt % (FTE)	Appt Basis (term: 9 mo. or 12 mo.)	Job Location
C60128			

Position Duties (*refer to position description*):

Overall Evaluation:

- Exceeds Expectations Meets Expectations Does NOT Meet Expectations

Comments: 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. If the Graduate Assistant does not meet or exceed expectations outline the areas in which the Graduate Assistant is expected to improve performance. * (see below for examples)

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

Quality of Work: 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

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

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

Judgement: 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 optional:

Goals for next evaluation period (optional):

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

Employee Signature	Supervisor Signature
Date	Date

**Example Comments:*

- A. *Overall exceeds the general responsibilities outlined in the position description.*
- B. *Meets the general responsibilities outlined in the position description, but [Supervisor] would like to see more self-started initiative related to finding ways to improve the [research tasks/teaching assignments].*
- C. *Attitude towards responsibilities laid out in the position description, is not congruent with the expectations of a graduate level appointment.*
- D. *[Supervisor] is committed to exploring mechanisms for creating a valuable and manageable experience for [name] and the department.*