

## Forest Ecosystems and Society Graduate Assistant Evaluation

This evaluation should be completed by the graduate employee's supervisor no less than once each academic year (Art. 15, Sec. 1). Prior to completing this evaluation, please review the duties described in the employee's signed position description (available in the FES Department Office).

This evaluation assesses employee performance *only*. It should *not* be used to assess satisfactory academic progress.

<b>POSITION INFORMATION</b>			
<b>Employee:</b>		<b>Employee's Unit:</b>	
<b>Evaluator:</b>		<b>Evaluation Year:</b>	
<b>Courses TA'd:</b>			
<b>Terms Evaluated:</b>			

<b>SIGNATURES</b>	
<i>Graduate assistant signature confirms <b>receipt</b> of the evaluation. GAs may submit a written rebuttal for inclusion into the personnel record within 30 days of receipt of the evaluation (Art. 15, Sec. 4).</i>	
_____ Graduate Assistant Signature	_____ Date
_____ Supervisor Signature	_____ Date

<b>OVERALL EVALUATION (REQUIRED)</b>
<i>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.</i>
<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does NOT Meet Expectations
Comments (Please add additional pages or documentation as necessary):

## GENERAL EXPECTATIONS (OPTIONAL)

**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 (Please add additional pages or documentation as necessary):

**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 (Please add additional pages or documentation as necessary):

**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 (Please add additional pages or documentation as necessary):

**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 (Please add additional pages or documentation as necessary):

**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 (Please add additional pages or documentation as necessary):

**GOALS FOR THE NEXT EVALUATION PERIOD (IF APPLICABLE - OPTIONAL)**

*Additional goals/areas of improvement/excellence discussed are (can include written input provided by students, clients or others who have direct knowledge of the employee's performance (Art. 15, Sec. 2):*

Comments (Please add additional pages or documentation as necessary):