



**RTF TA/AI /RA PERFORMANCE APPRAISAL**

**Student Worker:** \_\_\_\_\_

**Faculty Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The faculty supervisor should draft three to five specific goals to be discussed and agreed upon with the student worker in advance of the semester. (For example, attend class meetings and screenings, supervise and monitor screenings, grade x number of exams and other assignments, take attendance, lecture, conduct office hours a minimum of x hours a week.) These goals constitute the primary, but not exclusive, duties of the worker.

The faculty supervisor should complete this appraisal of the student worker’s performance and discuss it with her/him at the end of the semester. Either party may call an additional meeting during the semester to discuss the student’s worker’s objectives/goals and/or performance. Students are encouraged to appraise their own performance at the mid-semester and to consult with their faculty supervisor regarding areas that need improvement.

A completed performance appraisal will become part of the student’s RTF employment records and will be utilized during the student’s annual PhD evaluations while s/he is receiving funding from RTF. Information in this appraisal will not be distributed outside the RTF Graduate Studies Committee and RTF Graduate Office.

**Scale:** 1 = Unsatisfactory, 2 = Satisfactory, 3 = Good, 4 = Excellent

**Objectives/Goals** (i.e., What are the expectations of the student worker):

1. \_\_\_\_\_

**Evaluation:**                    1                    2                    3                    4

2. \_\_\_\_\_

**Evaluation:**                    1                    2                    3                    4

3. \_\_\_\_\_

**Evaluation:**                    1                    2                    3                    4

4. \_\_\_\_\_

**Evaluation:**                    1                    2                    3                    4

5. \_\_\_\_\_

**Evaluation:**                    1                    2                    3                    4



**Competencies** (i.e., How is the work performed by the student worker):

- **Responsiveness:** Does the student follow through on agreed upon work assignments in a timely manner?

○ **Evaluation:**                      1                      2                      3                      4

- **Effective Communication:** Does the student communicate regularly and raise issues of concern promptly with the faculty supervisor and/or students?

○ **Evaluation:**                      1                      2                      3                      4

- **Professional Conduct:** Does the student demonstrate respect for students and faculty by engaging them courteously and making themselves available during office hours and/or virtual exchange (e.g., email)?

○ **Evaluation:**                      1                      2                      3                      4

**Overall Evaluation:**                      1                      2                      3                      4

**Additional Comments from Faculty Supervisor (optional):**

**Comments from Student Worker (optional):**



DEPARTMENT OF RADIO-TELEVISION-FILM  
THE UNIVERSITY OF TEXAS AT AUSTIN

---

*1 University Station A0800 • Austin, Texas 78712-0108 • <http://rif.utexas.edu/>  
512/471-4071 telephone • 512/471-4077 fax • Graduate Office 512/471-3532*