



# School of UNDERGRADUATE STUDIES

## Student Academic Employee Evaluation Form

(TAs, GRAs, and GAs)

University policy requires that we have in our files written evaluations of the performance of our student academic employees each semester they are employed (HOP 12.C.1 I.1). Please take a few moments to complete the evaluation below, rating your student academic employee on each listed attribute on a scale of A (excellent) to E (poor) and adding any further comments you think relevant. We appreciate (and need) your honest feedback and welcome your comments.

Name	
EID	
Course (if applicable)	
Faculty/Supervisor	
Date	

Please use the dropdown menus to choose your ranking, with "A" indicating *Excellent* and "E" indicating *Poor*.

Reliability	
Initiative	
Promptness	
Helpfulness	
Communication Skills	
Attitude	
Other (Specify)	

If you have additional comments about this employee's performance in any of the above areas, please use the space below.


I have read and reviewed my evaluation with my supervisor.

Employee Signature

Date

Faculty/Supervisor Signature

Date

State and Federal laws governing employee rights concerning access and privacy define the distribution of this document. This document is confidential and a copy will be made available to the employee evaluated above. The information also will be made available to administrative staff and faculty whose duties require access to the information. We suggest that the supervising faculty/supervisor discuss the completed evaluation with the student before submitting it to us. The student evaluated has the right to submit a written response that will be added to the student file.

Please return the completed evaluation form by \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_