

BASIC INFORMATION

Date:		Employee Name:	
Academic Unit:		Supervisor/Instructor:	
Course:		Semester:	
Type:	<input type="checkbox"/> GTA <input type="checkbox"/> UTA <input type="checkbox"/> GSA-1		

INSTRUCTIONS

- Performance assessments are based on the duties outlined in the TA's Assignment of Work Agreement.
- The listed skills and duties are *examples* and should be amended to reflect the duties as outlined in the work agreement and the skills required for the specific position.
- Evaluations are conducted in accordance with University policy and treated as confidential information between the employee and the University.
- Student evaluations or other correspondence that support the assessment should be attached.
- A rating of "Improvement required" or "Unsatisfactory" requires constructive feedback and a timeline for correcting the concerns.

EVALUATION (Check the boxes)

Assessment of Assigned Duties	N/A	Satisfactory	Improvement Required	Unsatisfactory
Preparation:				
Attending Lectures:				
Conducting Labs/Seminars:				
Grading (punctuality):				
Grading (accuracy):				
Attending Lectures:				
Student Consultation:				
Invigilating Exams:				
Supervising Field Trips:				
Other Duties (Specify):				
Assessment of Skills	N/A	Satisfactory	Improvement Required	Unsatisfactory
Demonstrates Required Theoretical Skills and Knowledge:				
Demonstrates Required Applied (e.g., lab) Skills and Knowledge:				
Competence as a discussion leader or laboratory instructor:				
Punctual (meetings, tutorials labs, etc.):				
Communication Skills (spoken):				

Communication Skills (written):				
Ability to take direction:				
Time Management:				

Overall Assessment:

- Satisfactory** **Improvement Required**
 Unsatisfactory

Provide specific feedback related to the TA's strengths:

Provide specific feedback related to how the TA performance can improve (including timelines as necessary):

Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____