



# The Florida State University Graduate Assistant Performance Evaluation

Evaluation term/year: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Summary of Duties: Teaching    Research    Other: \_\_\_\_\_

Work Performance:

- above satisfactory
- satisfactory
- less than satisfactory

**COMMENTS:**

Briefly note strengths, teaching effectiveness, contribution to the discovery of new knowledge, and areas for growth and improvement on assigned duties.

For a "less than satisfactory" evaluation, options for remediation must be communicated in writing as an addendum to this form. A copy of this form with addendum should be forwarded to the Dean of the Graduate School who will then forward the documents to Human Resources.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Has this evaluation been discussed with the employee?  Yes  No (attach explanation)

*Evaluations must be placed in the employee's file, and a copy shall be given to the employee who may attach a written comment within ten (10) days of receipt.*