

# Department of Electrical and Computer Engineering



FAMU-FSU  
Engineering

## GPG6 – Graduate Assistant's Performance Evaluation Form

Form: GPG6 (revised on August 22, 2020)

This form should be completed by graduate assistants and their advisors (or supervisors) to evaluate the performance of the students over the current or previous semester or year. This form needs to be filled by:

1. Teaching Assistants and Graders need to fill this form at the end of each semester
2. M.S. students who have received a Research Assistant position in the current academic year need to fill in this form by April 1, of each year.

Ph.D. students who were paid as RA do not need to fill in this form because they are being evaluated using one of the doctoral student annual evaluation forms. This form needs to be submitted to the Graduate Program Assistant, Mrs. Melissa Jackson.

1. Semester and Year: \_\_\_\_\_

2. Employee's Name: \_\_\_\_\_ 3. Employee's ID: \_\_\_\_\_

4. Supervisor's Name: \_\_\_\_\_

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

6. Work Performance:  Satisfactory  Official Concern\*

*\*If official concern is cited, options for remediation must be communicated in writing as an addendum to this form. A copy of this form with addendum should be forwarded through the Dean to Human Resources in the Office of the Dean of the Faculties*

### 7. COMMENTS:

\*Written comments are helpful for the student, even if performance is satisfactory.

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

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

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