

Date: _____

Student First Name: _____ Last Name: _____

Student ID: _____ Evaluator: _____

Please rate the graduate student's performance below on the following criteria. The scores and comments will be added to the graduate student's assistantship file and may be available to future DSU supervisors. Please provide constructive criticism in the 'Comments:' section.

	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree	N/A
Student exhibits knowledge of using Microsoft Office programs and functions						
Student works effectively and efficiently; tasks completed in timely manner						
Student exhibits problem-solving skills and helping overcome internal office issues						
Student exhibits knowledge of institutional policies, and procedures						
Student exercises solid listening, written, and oral communication skills						
Student exhibits knowledge of basic office etiquette and techniques						
Student takes initiative to pursue projects that benefit the department						
Student is dependable and is professional about their work and attitude						
Student communicates well with other staff regarding the status of assigned work						
Student takes initiative and interest in assuming added responsibilities						
Comments:						