

SUFFOLK COUNTY COMMUNITY COLLEGE
SELDEN, NEW YORK

FORM B4:

EVALUATION OF TECHNICAL ASSISTANTS

NAME, TITLE AND RANK OF FACULTY
MEMBER EVALUATED _____

PERIOD OF EVALUATION _____

NAME AND POSITION OF
FACULTY MEMBER EVALUATING _____

GENERAL CHARACTER OF FACULTY MEMBER'S PRESENT RESPONSIBILITIES
INCLUDING AREAS TO WHICH HE/SHE PROVIDES SERVICE.

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1. In this section the character of the faculty member's performance is examined within the framework of certain generally desirable attributes. It is assumed that any meaningful rating according to these traits will be accompanied by specific job related comments. For example, an excellent rating in organization should be accompanied by specific statements as to what was organized; such as a filing system, a work room or lab. etc. In this way a completed form should give a reviewer a good idea of what the T.A. does and how well he does it.

A. COOPERATIVENESS:

A summation of the above comments for this criterion would be:
Excellent Satisfactory Needs Improvement Does Not Apply

B. DEPENDABILITY:

A summation of the above comments for this criterion would be:

Excellent	Satisfactory	Needs Improvement	Does Not Apply
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

C. FLEXIBILITY IN JOB SKILLS:

A summation of the above comments for this criterion would be:

Excellent	Satisfactory	Needs Improvement	Does Not Apply
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D. INITIATIVE:

A summation of the above comments for this criterion would be:

Excellent	Satisfactory	Needs Improvement	Does Not Apply
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E. ORGANIZATION:

A summation of the above comments for this criterion would be:

Excellent	Satisfactory	Needs Improvement	Does Not Apply
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

F. RESOURCEFULNESS:

A summation of the above comments for this criterion would be:

Excellent Satisfactory Needs Improvement Does Not Apply

G. WORKING KNOWLEDGE OR "KNOW-HOW" USED IN HIS WORK.

Please list specific items. (I.E., Subject Matter, Technical Skill, Ability to Repair Equipment, etc.)

In summation the "know-how" of the evaluatee would best be described as:

Excellent Satisfactory Needs Improvement Does Not Apply

H. EFFECTIVENESS OF PERSONAL CONTACT WITH OTHER MEMBERS OF THE COLLEGE COMMUNITY:

Comment if contact is of a significant nature.

FACULTY

Excellent Satisfactory Needs Improvement Does Not Apply

Comment:

ADMINISTRATION

Excellent Satisfactory Needs Improvement Does Not Apply

Comment:

H. STAFF (Clerical and Maintenance)

Excellent Satisfactory Needs Improvement Does Not Apply

Comment:

STUDENTS

Excellent Satisfactory Needs Improvement Does Not Apply

Comment:

I. GENERAL COMMENTS:

In summation, considering all items mentioned in this evaluation, the candidate's performance could best be categorized as:

Excellent Satisfactory Needs Improvement Does Not Apply

I have read and discussed this evaluation with evaluator.

COMMENTS:

EVALUATED TECHNICAL ASSISTANT _____ Date _____

EVALUATOR _____ Date _____