

THE UNIVERSITY OF MANITOBA PERFORMANCE EVALUATION FORM CUPE BARGAINING UNIT

TO BE USED FOR: Teaching Assistants, Demonstrators, Tutors, Seminar Leaders, Graders & Markers

NAME:

DEPARTMENT:

**COURSE &
SECTION:**

POSITION:

DATE:

The purpose of employee performance evaluation by the Employer is twofold: (1) to assess the employee's performance and to thereby assist the employee in developing and improving their skills; and (2) to ensure a standard of acceptable employee performance. For each regular appointment an employee holds, their ongoing performance shall be evaluated at least once by an identified Performance Evaluator. A copy of any written evaluation must be provided to the employee prior to discussion of the evaluation. Performance evaluation procedures are described in Article 17 of the UM-CUPE Collective Agreement.

Select the box that best describes this employee. Provide further comments in the space available.

1. **ATTENDANCE AND PUNCTUALITY** -Consider the employee's attendance and punctuality by evaluating the following criteria:

	Always Exceeds Job Requirements	Sometimes Exceeds Job Requirements	Meets Job Requirements	Sometimes Does NOT meet Job Requirements	DOES NOT Meet Job Requirements	N/A or Not Observed
Attends required orientation, planning and coordinating meetings						
Attends lectures, classroom or labs as scheduled						
Meets required deadlines						

Additional Comments:

2.

PREPARATION AND ORGANIZATION -Consider how effective the employee was in meeting the job and employment supervisor's requirements by evaluating the following criteria:

	Always Exceeds Job Requirements	Sometimes Exceeds Job Requirements	Meets Job Requirements	Sometimes Does NOT meet Job Requirements	DOES NOT Meet Job Requirements	N/A or Not Observed
Consults with course instructor as appropriate						
Possesses clarity of course objectives						
Knowledge of course material						
Properly prepared for class, lab or tutorial						
Prepares instructional material as required						

Additional Comments:

3. **PEDAGOGICAL SKILLS** -Consider how effective the employee was in communicating course material by evaluating the following criteria:

	Always Exceeds Job Requirements	Sometimes Exceeds Job Requirements	Meets Job Requirements	Sometimes Does NOT meet Job Requirements	DOES NOT Meet Job Requirements	N/A or Not Observed
Accurate work, devoid of errors						
Use of examples or illustrations						
Clarity of explanations						
Promotion of student participation						
Stimulation of student interest and thought						

Additional Comments:

4. **CONSULTATION WITH STUDENTS** -Consider how the employee was approachable and available to students by evaluating the following criteria:

	Always Exceeds Job Requirements	Sometimes Exceeds Job Requirements	Meets Job Requirements	Sometimes Does NOT meet Job Requirements	DOES NOT Meet Job Requirements	N/A or Not Observed
Adequate and acceptable office hours						
Able to answer students' questions						
Helpful to students with questions or difficulties						

Additional Comments:

5. **TESTING AND EVALUATION** -Consider the employee's use of adequate assessment techniques by evaluating the following criteria:

	Always Exceeds Job Requirements	Sometimes Exceeds Job Requirements	Meets Job Requirements	Sometimes Does NOT meet Job Requirements	DOES NOT Meet Job Requirements	N/A or Not Observed
Effective feedback on graded material						
Fair and appropriate evaluation standards						
Legible Handwriting						
Picks up and returns assignments promptly						

Additional Comments:

6. **SUMMARY**

	Meets Job Requirements	Does NOT meet Job Requirements
Overall acceptability of the employee's performance:		

Summary Comments:

The signatories to this evaluation acknowledge a discussion with respect to this evaluation took place on:

Date:

**Employee's
Signature:**

Date:

**Performance
Evaluator:**

Date:

**Reviewed by
Department Head
or Employment
Supervisor:**

Date:

AN EMPLOYEE MAY ADD ADDITIONAL WRITTEN COMMENTS WHICH SHALL BE ATTACHED TO THIS EVALUATION. WRITTEN PERFORMANCE EVALUATIONS SHALL BE INCLUDED IN THE EMPLOYEE'S EMPLOYMENT FILE MAINTAINED BY THE HUMAN RESOURCES DEPARTMENT.