



**NON-TEACHING PROFESSIONALS - TEACHING ASSISTANTS  
PERFORMANCE APPRAISAL FORM**

**DEPARTMENT OF NATIONAL DEFENCE  
DEPENDANTS SCHOOLS OVERSEAS**

**SECTION 1: BASIC DATA**

<b>NAME:</b> <b>POSITION:</b> <b>CLASSIFICATION:</b>	<b>SCHOOL:</b>
<b>EVALUATOR NAME:</b>  <b>TITLE:</b>  <b>TELEPHONE: ( _____ )</b>	
<b>LENGTH OF TIME AS EMPLOYEE'S SUPERVISOR</b>	

**TO THE SUPERVISOR**

**INFORMATION PROVIDED ON THIS FORM WILL BE TREATED AS CONFIDENTIAL**

- 1. COMPLETE THIS PERFORMANCE EVALUATION FORM IN ONE COPY.**
- 2. HAVE THE EVALUATION SIGNED BY THE EMPLOYEE.**

**EMPLOYEE'S ACTION**

**EMPLOYEE TO LIST WORK ASSIGNMENTS, OBJECTIVES AND RESULTS. RATING TO BE DONE BY EMPLOYEE'S SUPERVISOR**

**SECTION 2: WORK ASSIGNMENT**

**WORK ASSIGNMENTS  
BRIEFLY LIST THE MAJOR DUTIES.**

<b>WORK ASSIGNMENTS BRIEFLY LIST THE MAJOR DUTIES.</b>

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**SECTION 3: REVIEW**

<b>RATING SCALE</b>	
<b>(O)</b>	<b>Outstanding (performance Exceeds the expected Quality required for the position)</b>
<b>(C)</b>	<b>Competent (performance is consistently up to or somewhat above the expected quality required for the position)</b>
<b>(I)</b>	<b>Improvement needed (Performance is at minimum standards; additional effort is needed for improvement)</b>

<b>Note: One column in each category must be checked.</b>		<b>O</b>	<b>C</b>	<b>I</b>
<b>1.</b>	<b>ATTITUDE TOWARDS CO-WORKERS -</b> Consider cooperativeness, receptivity, sincerity, dedication and motivation. <b>COMMENTS:</b>			
<b>2.</b>	<b>ATTITUDE TOWARDS PUBLIC -</b> Consider cooperativeness, cheerfulness, tactfulness, and rapport. <b>COMMENTS:</b>			
<b>3.</b>	<b>PERCEPTIVITY AND SENSITIVITY -</b> To student, faculty, and institutional needs. <b>COMMENTS:</b>			
<b>4.</b>	<b>STAFF/STUDENT RELATIONS -</b> Ability to engage, motivate, supervise, and effectively work with students. <b>COMMENTS:</b>			

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	<b>Note: One column in each category must be checked.</b>	<b>O</b>	<b>C</b>	<b>I</b>
<b>5.</b>	<b>DEPENDABILITY -</b> Consider way person works, applies himself/herself and completes assignments on time; attendance at meetings; promptness in reporting for and starting work. <b>COMMENTS:</b>			
<b>6.</b>	<b>ATTENDANCE/JOB PERFORMANCE -</b> Consider the way responsibilities of the job are met. <b>COMMENTS:</b>			
<b>7.</b>	<b>INITIATIVE -</b> Consider the way the person makes work improvements, offers suggestions, and lends assistance to co-workers. <b>COMMENTS:</b>			
<b>8.</b>	<b>RESPONSE TO SUPERVISION -</b> Consider willingness and response to authority, instruction, guidance, correction and discipline. <b>COMMENTS:</b>			
<b>9.</b>	<b>JUDGMENT/DECISION MAKING -</b> Consider ability to identify and analyze problem areas and to plan effective solutions. <b>COMMENTS:</b>			
<b>10.</b>	<b>METHOD OF EXPRESSION -</b> Consider ability and ease in expressing ideas, opinions, and information clearly and accurately, both orally and in writing. <b>COMMENTS:</b>			

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	<b>Note: One column in each category must be checked.</b>	<b>O</b>	<b>C</b>	<b>I</b>
11.	<b>POTENTIALITIES - Consider latent talent, possible advancement, growth, ability to respond to training or opportunity, ambition, etc.</b> COMMENTS:			
12.	<b>INNOVATION AND CREATIVITY - In development of tasks, projects, and objectives.</b> COMMENTS:			
13.	<b>JOB KNOWLEDGE - Displays knowledge of job; applies it; willingness to learn and broaden responsibilities.</b> COMMENTS:			
14.	<b>PRODUCTIVITY - Completion of assigned tasks and projects. Attains goals and objectives.</b> COMMENTS:			
15.	<b>RELATED ACCOMPLISHMENTS - Consider contributions or efforts beyond generally assigned responsibilities.</b> COMMENTS:			

<b>SUPERVISOR</b>	
<p><b>THIS CERTIFIES THAT THE REVIEW IS AN HONEST APPRECIATION OF THE RESULTS ACHIEVED AND/OR PERFORMANCE RELATED FACTORS. IT ALSO CERTIFIES THAT THE SUPERVISOR HAS DISCUSSED THE CONTENTS OF THE PERFORMANCE REVIEW REPORT WITH THE EMPLOYEE.</b></p>	
<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>

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**SECTION 4: EMPLOYEE SIGNATURE**

**YOUR SIGNATURE CERTIFIES THAT YOU HAVE READ AND DISCUSSED THIS EVALUATION. SPACE HAS BEEN PROVIDED FOR YOUR COMMENTS.**

	<b>SIGNATURE</b>	<b>DATE</b>
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**THIS FORM MUST BE COMPLETED BEFORE 31 MAY**

**NATIONAL DEFENCE HEADQUARTERS  
MGEN GEORGE R. PEARKES BUILDING  
OTTAWA ON, K1A 0K2**

**ATTENTION: DCBA 5/DEM**