Meeting Students during Office Hours

Evaluation of TA by Professor

Teaching assistant's name:	
Supervisor's name:	
Date of evaluation :	
Course (title and code):	
Faculty, department or school:	

1. Choose the appropriate level.

My assistant is:

- ☐ Beginner (1st time as a TA)
- ☐ Intermediate (2nd or 3rd time as a TA)
- ☐ Advanced (more than 3 times as a TA)

2. Choose the best answer for each of the evaluated criteria:

	Excellent	Good	Satisfactory	Insufficient	N/A
The TA understands the course content.	☐	☐	☐	☐	☐
The TA demonstrates professionalism (punctuality, respect for students, rigour, etc.)	☐	☐	☐	☐	☐
The TA uses active listening techniques.	☐	☐	☐	☐	☐
The TA effectively identifies the question or problem raised by the student.	☐	☐	☐	☐	☐
The TA helps the student find a solution.	☐	☐	☐	☐	☐
The TA suggests possible solutions or provides relevant thought processes.	☐	☐	☐	☐	☐
The TA makes sure the student is satisfied with the meeting.	☐	☐	☐	☐	☐
The TA manages their time effectively and equally between all students.	☐	☐	☐	☐	☐

3. Identify the TA's strengths and area(s) for improvement.

Strengths in the TA's work:	
Area(s) for improvement and proposed strategies:	

Supervisor's signature: _____

Teaching assistant's signature: _____

Evaluation of TA by Students

Teaching assistant's name:
Date of evaluation:
Course (title and code):
Faculty, department or school:

1. Choose the best answer for each of the evaluated criteria:

	Excellent	Good	Satisfactory	Insufficient	N/A
My TA understands the course content.	☐	☐	☐	☐	☐
My TA demonstrates professionalism (punctuality, respectfulness towards me, rigor, etc.).	☐	☐	☐	☐	☐
My TA uses active listening techniques.	☐	☐	☐	☐	☐
My TA effectively identifies the question or problem I have.	☐	☐	☐	☐	☐
My TA helps me find a solution.	☐	☐	☐	☐	☐
My TA suggests possible solutions or offers relevant thought processes.	☐	☐	☐	☐	☐
My TA makes sure that I am satisfied with the meeting.	☐	☐	☐	☐	☐

2. Additional comments:

Meeting Students during Office Hours

Self-Evaluation

Teaching assistant's name:
Supervisor's name:
Date of self-evaluation :
Course (title and code):
Faculty, department or school:

1. Choose the appropriate level.

As a TA, I am:

- ☐ Beginner (1st time as a TA)
- ☐ Intermediate (2nd or 3rd time as a TA)
- ☐ Advanced (more than 3 times as a TA)

2. Choose the best answer for each of the evaluated criteria:

	Excellent	Good	Satisfactory	Insufficient	N/A
I understand the course content.	☐	☐	☐	☐	☐
I demonstrate professionalism (punctuality, respect for students, rigour, etc.)	☐	☐	☐	☐	☐
I use active listening techniques.	☐	☐	☐	☐	☐
I effectively identify the question or problem raised by the student.	☐	☐	☐	☐	☐
I help the student find a solution.	☐	☐	☐	☐	☐
I suggest possible solutions or provide relevant thought processes.	☐	☐	☐	☐	☐
I make sure the student is satisfied with the meeting.	☐	☐	☐	☐	☐
I manage my time effectively and equally between all students.	☐	☐	☐	☐	☐

3. Identify your strengths and area(s) for improvement.

Strengths in my work as a TA:	
Area(s) for improvement and proposed strategies:	

Teaching assistant's signature: _____

Supervisor's signature: _____