

ANNUAL GRADUATE ASSISTANT PERFORMANCE EVALUATION

The annual performance evaluation is designed to encourage professional growth and positive communication between the graduate assistant and the faculty supervisor.

Directions: The graduation assistant and the faculty supervisor each will fill out an evaluation form on the graduate assistant's performance prior to the evaluation meeting (or you may use the same form and two color pens.) Following the meeting to review the completed form it should be signed by both parties and then forwarded to the department head for review and signature. All evaluation forms should be submitted by February 1.

The graduate assistant is responsible for initiating the evaluation meeting. If the graduate assistant has more than one type of appointment, each supervisor may fill out the form(s), or a joint meeting may be initiated.

Name _____

Evaluator _____ Assistantship Appointment _____%

Responsibilities (TA/RA/GI) _____

Goals/measurable outcomes identified at the beginning of the evaluation period _____

Evaluation Key

Rating	Definition
1	Exceeds expectations
2	Meets expectations
3	Development needed
NA	Not applicable to graduate assistant's responsibilities

Part I. Supervisor's evaluation

General

Criteria	1	2	3	NA	Comments
1. Professional behavior:					
a. Is dependable					
b. Is punctual					
c. Is in attendance when required					
d. Exhibits ethical behavior (commitment to organization)					
e. Exhibits professional attitude					
f. Honors time commitment to appointment					
2. Demonstrates independent thinking; is willing to offer suggestions					
3. Exhibits effective oral/written communication skills					
4. Completes assigned work on time					
5. Works well with faculty, staff, and other graduate assistants (is receptive to others' ideas)					
6. Represents the college and department well with visitors, volunteers and research subjects					

Work Practices

Criteria	1	2	3	NA	Comments
1. Takes initiative in problem solving/is self-directed; when necessary					
2. Plans and organizes workload efficiently; is able to prioritize					
3. Produces high quality work in areas of responsibility					
4. Follows directions with adequate speed and accuracy. Asks questions when necessary to gain clarification					
5. Has developed interpersonal skills needed for group work					
6. Contributes to outcome of group work					

Student and Classroom

Criteria	1	2	3	NA	Comments
1. Prepares well-planned assignments for students					
2. Is able to evaluate student work objectively and consistently					
3. Works well with undergraduate students (approachable and friendly)					
4. Is able to generate thoughtful classroom discussion and is receptive to student's ideas					

Research

Criteria	1	2	3	NA	Comments
1. Assists in producing qualitative data					
2. Assists in preparing written outcome of research					
3. Is respectful and courteous to research subjects					
4. Follows research ethics policies					

Part II: Future goals and comments not included in Supervisor's evaluation.

1. Goals for Professional Development _____

2. Evaluate the graduate assistant's professional potential _____

3. Are skills and experience of the student well matched to work assignments on the assistantship? _____

Graduate Assistant's comments

Graduate Assistant Signature

Date

Faculty Supervisor Signature

Date

Department Head Signature

Date

Note: The graduate assistant has the right to refuse to sign the faculty supervisor's evaluation, but must write a letter of explanation to the Department Head.