

**Graduate Assistant Evaluation Form**

**GA’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisors Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Semester: Fall/Spring 20\_\_\_\_\_ Review #:\_\_\_\_\_\_\_**

*Instructions:* Use this form to evaluate the Graduate Assistant’s performance. Once completed, schedule a meeting with the GA to discuss the evaluation. This evaluation is meant to be used as part of a supportive process that helps the GAs identify their strengths and weaknesses and plan for their improvement. Submit the completed and signed copy to the student’s departmental chair.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks, Duties, Responsibilities**  | **Below Expectations** | **Meets Expectations** | **Exceeds Expectations** | **N/A** |
| ***General duties*** |
| Works well with others |  |  |  |  |
| Cooperative and supportive of coworkers |  |  |  |  |
| Understands job duties |  |  |  |  |
| Completes duties on time |  |  |  |  |
| Reports possible delays in advance of deadline |  |  |  |  |
| Prioritizes duties |  |  |  |  |
| Works independently  |  |  |  |  |
| Manages work duties and school work efficiently  |  |  |  |  |
| Manages personal life and work load efficiently  |  |  |  |  |
| Attends to detail in work |  |  |  |  |
| Asks questions when necessary |  |  |  |  |
| Asks for assistance when needed |  |  |  |  |
| Works efficiently to accomplish tasks |  |  |  |  |
| Complies with all University and Department policies and procedures |  |  |  |  |
| ***Teaching (if applicable)*** |
| Designs syllabi, coursework, and supplies according to department course guidelines |  |  |  |  |
| Prepares for classes ahead of time |  |  |  |  |
| Follows syllabus for all coursework and assessment throughout the term |  |  |  |  |
| Familiar with and utilizes structural technology effectively in the classroom  |  |  |  |  |
| Grades work and posts grades by the next class period |  |  |  |  |
| Performs lab duties and test monitoring appropriately |  |  |  |  |
| Is approachable and willingly assists students  |  |  |  |  |
| Understands and adheres to FERPA policies when interacting with students |  |  |  |  |
| Interacts with students appropriately |  |  |  |  |
| Completes all required University professional developmental courses |  |  |  |  |
| ***Research (if applicable)*** |
| Performs literature reviews efficiently |  |  |  |  |
| Correctly performs data collection and field work |  |  |  |  |
| Completes data entry in a timely fashion |  |  |  |  |
| Is conscientious in the research work |  |  |  |  |
| Prepares research proposals well |  |  |  |  |
| Writes grant proposals correctly |  |  |  |  |
| Collaborates with supervisors on projects effectively |  |  |  |  |

**Areas of Strength**

**Areas for Growth**

Evaluation completed and discussed with student on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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GA’s Signature Supervisor’s Signature