

Graduate Support or Research Assistant Performance Evaluation

The evaluation should be performed each semester of the Graduate Assistant's employment to document the assessment of performance and progress of each Graduate Assistant. Completion of this form constitutes a summary evaluation based upon prior lab/classroom visits, informal observations, input from students and discussion with the Graduate Assistant and/or other evidence of performance.

Department/Program/Division: _____ Date _____
 Graduate Assistant's Name: _____ T#: _____
 Faculty Supervisor: _____
 Semester/Year: _____ Assignment(s): _____

Faculty Supervisor Assessment: Rate the GA's performance of functions for which he/she has been responsible

**Only score the factors that apply.*

Responsibilities/Performance Factors	Low	Acceptable	High
Accomplishes assigned tasks			
Ability to work independently to accomplish assigned tasks			
Demonstrates commitment to assignments			
Reliability in accomplishing assigned tasks in a timely manner			
Seeks actively to improve skills and knowledge and to incorporate them into work			
Punctuality/Attendance (by agreed schedule)			
Professional and ethical behavior (including interpersonal skills, confidentiality and communication)			
Quality of completed tasks and projects			
Technical/Research/Administrative skills (appropriate to position)			
Cooperates with co-workers on project assignments and in use of facilities			
Reliability in accomplishing assigned tasks			
Demonstrates ethically responsible actions within research activities			
Demonstrates ability to produce and report quality research and evaluation activities			
Overall Assessment of Graduate Assistant's Performance			

Additional Comments and Recommendations: _____

This evaluation has been discussed with me and I am aware that I may respond to this assessment in writing.

Student Signature: _____ Date _____
 Faculty Supervisor Signature: _____ Date _____