**Graduate Assistant Performance Evaluation**

This form is intended for reviewing the performance of graduate assistants to facilitate communication between graduate assistants and their directing faculty, the growth of graduate assistants and effective departmental decision making.

The criteria provided are intended to apply to all graduate assistants. Apply these criteria to the grad assistant's responsibilities as practicable. Use the Comments section for each criterion to provide feedback about strengths and areas for growth. If ***1-Unacceptable*** or ***2-Needs Improvement*** is assigned, explanation is required.

Departments are not required to use this form, but the process used must comport with that specified in the Graduate Assistant Handbook. This form or alternative documentation must be kept on file in the department office.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MUID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term/Year of Appraisal\_\_\_\_\_\_\_\_\_\_\_\_

| **ASSISTANTSHIP ROLE AND RESPONSIBILITIES** |
| --- |
| Specify the type of assistantship (GA/TA/RA) and list primary responsibilities. |
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| **COMPREHENSION OF DUTIES AND JOB KNOWLEDGE** |
| --- |
| Possesses and demonstrates technical, general, or other specific knowledge and skills required to perform job duties and accomplish stated objectives. |
| **Performance Rating** | **Supportive Details or Comments** |
| [ ]  5- Exceptional[ ]  4 - Highly Successful[ ]  3 - Satisfactory[ ]  2 - Needs Development[ ]  1 - Unacceptable |       |

| **QUALITY OF WORK** |
| --- |
| Works to a high standard. |
| **Performance Rating** | **Supportive Details or Comments** |
| [ ]  5- Exceptional[ ]  4 - Highly Successful[ ]  3 - Satisfactory[ ]  2 - Needs Development[ ]  1 - Unacceptable |       |

| **INTERPERSONAL SKILLS** |
| --- |
| Works well with supervising faculty, other faculty, staff, other graduate assistants and students (as appropriate to the position) and is receptive to others’ ideas; handles difficult situations with diplomacy and tact; gives, receives, and acts upon constructive feedback.  |
| **Performance Rating** | **Supportive Details or Comments** |
| [ ]  5- Exceptional[ ]  4 - Highly Successful[ ]  3 - Satisfactory[ ]  2 - Needs Development[ ]  1 - Unacceptable |       |

| **ORGANIZATIONAL SKILLS** |
| --- |
| Prioritizes, plans and implements work efficiently and productively, and effectively manages resources (labor, time, materials, etc.). |
| **Performance Rating** | **Supportive Details or Comments** |
| [ ]  5- Exceptional[ ]  4 - Highly Successful[ ]  3 - Satisfactory[ ]  2 - Needs Development[ ]  1 - Unacceptable |       |

| **COMMUNICATION SKILLS** |
| --- |
| Proficient and professional in oral and written communication; communicates effectively.  |
| **Performance Rating** | **Supportive Details or Comments** |
| [ ]  5- Exceptional[ ]  4 - Highly Successful[ ]  3 - Satisfactory[ ]  2 - Needs Development[ ]  1 - Unacceptable |       |

| **INITIATIVE** |
| --- |
| Takes initiative in problem solving; is self-directed, when necessary. |
| **Performance Rating** | **Supportive Details or Comments** |
| [ ]  5- Exceptional[ ]  4 - Highly Successful[ ]  3 - Satisfactory[ ]  2 - Needs Development[ ]  1 - Unacceptable |       |

| **~~JUDGMENT~~** |
| --- |
| Analyzes problems effectively; determines appropriate courses of action for solutions; makes clear, consistent and timely decisions while acting with integrity. |
| **Performance Rating** | **Supportive Details or Comments** |
| [ ]  5- Exceptional[ ]  4 - Highly Successful[ ]  3 - Satisfactory[ ]  2 - Needs Development[ ]  1 - Unacceptable |       |

| **ETHICAL BEHAVIOR AND PROFESSIONALISM** |
| --- |
| Exhibits ethical behavior, adhering to accepted standards of professional behavior and appropriate codes of conduct. |
| **Performance Rating** | **Supportive Details or Comments** |
| [ ]  Acceptable[ ]  Needs Development[ ]  Unacceptable |       |

| **RELIABILITY AND ATTENDANCE** |
| --- |
| Completes assigned tasks reliably, is punctual and meets attendance expectations. |
| **Performance Rating** | **Supportive Details or Comments** |
| [ ]  Acceptable[ ]  Needs Development[ ]  Unacceptable |       |

| **ADDITIONAL COMMENTS/AREAS OF STRENGTH AND GROWTH** |
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Supervisor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  I agree [ ]  I do not agree with this evaluation