



College of Community
and Public Affairs
Department of Social Work

GRADUATE ASSISTANT EVALUATION FORM

Instructions: Evaluate the graduate assistant's (GA) performance by completing the following form. Then, schedule a meeting with the GA to discuss your evaluation. The completed and signed form should be submitted to Brian Flynn, Director of Admissions and Student Services **NO LATER** than the last day of classes each semester.

GA Name: _____

Supervisor's Name: _____

Academic Year: _____ Check One: ___ Fall Evaluation OR ___ Spring Evaluation

GA Duties and Assignments:

Directions: Please rate your GA on each performance factor. The definitions of performance factor rating categories can be found on the next page.

| PERFORMANCE FACTOR | Out- standing | Com- mendable | Good | Improve- ment Required | Not Accept- able |
|---|------------------|------------------|------|------------------------------|------------------------|
| KNOWLEDGE | | | | | |
| Understands the concepts, techniques, requirements, and other aspects of the assignment | | | | | |
| Has mastered the procedures, techniques and instructions required for the assignment | | | | | |
| Quickly and easily grasps and applies instructions and new methods | | | | | |
| JUDGEMENT | | | | | |
| Anticipates and identifies problems and evaluates alternative solutions | | | | | |
| Open to new or different solutions | | | | | |
| Follows up on problems and helps to bring about resolution | | | | | |
| PRODUCTIVITY | | | | | |
| Productivity in comparison to others who have done or are doing a similar assignment | | | | | |
| Consistently meets deadlines | | | | | |
| Works independently with little supervision | | | | | |
| PROFESSIONAL RELATIONSHIPS | | | | | |
| Works with others as a team member | | | | | |
| Cooperative and supportive | | | | | |
| Expresses disagreement in an appropriate way | | | | | |
| ORGANIZATION | | | | | |
| Prioritizes and plans work effectively | | | | | |
| Juggles multiple projects and priorities | | | | | |
| RELIABILITY | | | | | |
| Meets promised deadlines without sacrifice of accuracy or quality | | | | | |
| Reports unavoidable delays in advance of deadlines | | | | | |
| Complies with University and unit policies and procedures | | | | | |
| OVERALL PERFORMANCE | | | | | |
| My overall rating of the assistant at the mid-term is: | | | | | |
| After a careful review of the factors above, my overall rating of this assistant for this semester is: | | | | | |

Identify GA areas of strength:

Identify GA opportunities for growth:

Performance Factor Rating Category Definitions

Outstanding: Work was outstanding in nearly all areas. This is the kind of person who will keep the department and the institution successful. The assistant's exemplary contributions are recognized and appreciated.

Commendable: Work has been consistently above the requirements in most areas. While the assistant has a few areas to work on, his/her commitment and contribution are appreciated.

Good: Work generally met or exceeded the requirements in most areas and is fulfilling the requirements of the job. The assistant should continue his/her efforts and instructors will work with the assistant to help him/her attain his/her potential.

Improvement Required: Work meets only the most basic requirements of the position. While the assistant may have performed acceptably in most areas, performance should be improved. Failure to show improvement may result in additional action.

Not Acceptable: Work is below the basic requirements in the critical aspects of the job and immediate improvement is required.

The undersigned met and discussed this evaluation on _____ (date).

Supervisor's Signature

GA's Signature