

Graduate Assistant Performance Evaluation



Graduate Assistant Department

Supervisor Employment Term

Directions:

Graduate Assistants should be given the opportunity to rate themselves prior to Performance Evaluation Meetings in December & May. Supervisor and GA should schedule a Performance Evaluation Meeting in December and May. Performance Evaluation should be kept on file by supervisors following the December meeting, then turned into the Student Affairs Administration Office Hope.Garcia@unt.edu following the final May meeting.

Enter the value that best represents the graduate assistant's/your performance in either the Mid-Year or End-of-Year row. When appropriate, comments should be included to give direction/action items for the following semester at the mid-year mark, and to provide further explanation/conclusion at the end-of-year mark.

Rating Scale:

- (1) = Deficient in minimum skills/Unsatisfactory/Does not meet expectations (N/A) = Not Applicable
- (2) = Needs development/Marginal/Meets some expectations
- (3) = Meets expectations/Normative/ Satisfactory
- (4) = Sufficiently developed/Meets expectations and exceeds some/Very good
- (5) = Exceeds all expectations/Exemplary/Superior

Criteria	Rating	Action Items/Comments
PROFESSIONALISM		
1. Is dependable, punctual, honors time commitments	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
2. Exhibits a professional attitude	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
3. Appropriate communication style	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
4. Appropriate dress attire	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
5. Positively represents office to other departments or visitors	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
JOB EFFECTIVENESS		
6. Demonstrates independent thinking; willing to offer suggestions confidently	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
7. Plans & organizes workload efficiently; is able to prioritize appropriately to meet deadlines	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
8. Exhibits effective oral/written communication skills	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
9. Takes initiative and demonstrates problem solving skills	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
10. Produces high quality work in areas of responsibility with adequate speed and accuracy	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
11. Forms positive relationships/ Works well with faculty, staff, and other graduate assistants/Team player	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>

Criteria	Rating	Action Items/Comments
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JOB EFFECTIVENESS		
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12. Appropriately engages supervisor for feedback	Mid-Year	
	End-of-Year	

ENGAGEMENT		
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13. Willing to encourage students and offer advice on overall college success	Mid-Year	
	End-of-Year	

14. Is approachable and friendly to students	Mid-Year	
	End-of-Year	

15. Able to form healthy and positive relationships with students	Mid-Year	
	End-of-Year	

16. Understands that students are the main purpose of our work	Mid-Year	
	End-of-Year	

17. Able to refer students/clients to appropriate resource	Mid-Year	
	End-of-Year	

COMMITMENT		
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18. Exhibits ethical behavior and decision making	Mid-Year	
	End-of-Year	

19. Adheres to and understands office and University Policy	Mid-Year	
	End-of-Year	

20. Active member of the GA Program (participates/contributes in Brown Bags, orientation, evaluation, focus group)	Mid-Year	
	End-of-Year	

PROGRESS		
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21. Progress toward timely completing their degree program	Mid-Year	
	End-of-Year	

Future Goals:

Ways my supervisor can assist me in meeting my goals:

Sign, date, submit at completion of full term:

Graduate Assistant:		Date:	
Supervisor Signature:		Date:	
Department Chair Signature:		Date:	