



GRADUATE ASSISTANT EVALUATION FORM

Name of Graduate Assistant

Banner ID

Program

Supervisor

Semester

Year

Duties (Check One)

Teaching Assistant

Graduate Assistant

Graduate Assistant Intern

Instructions: Please evaluate the performance of the above Graduate Assistant under your supervision using the scale below. After completing the evaluation, discuss it with the Graduate Assistant and include signatures. A graduate assistant must be evaluated at least once per semester.

Scale: 5 – Excellent | 4 – Above Average | 3 – Average | 2 – Below Average | 1 – Unsatisfactory | Not Applicable

Category	Criteria	1	2	3	4	5	N/A
Professionalism	1. Attendance						
	2. Attitude						
	3. Reliability / Dependability						
Work Quality	4. Quality of work						
	5. Ability to accomplish assigned tasks						
	6. Shows initiative						
Interpersonal Skills	7. Works well with others						
	8. Communication with others						
	9. Ability to maintain confidentiality						
Growth & Learning	10. Willingness to learn new skills						
	11. Ability to apply feedback for improvement						
	12. Demonstrates growth over time						
Lab & Research	13. Follows lab procedures and safety protocols						
	14. Accuracy and attention to detail in data collection						
	15. Ability to analyze and interpret results						
	16. Maintains organized and thorough records						
Overall Rating	17. Overall performance						



Supervisor Comments

1. What areas could the Graduate Assistant further develop or improve upon?
2. If concerns exist, what steps or resources might help address them?

Academic Performance Summary

Has the Graduate Assistant enrolled in at least 6 semester hours?	Yes	No
Does the Graduate Assistant maintain a 3.0 or higher cumulative GPA?	Yes	No

Supervisor Signature

Date

Graduate Assistant Signature

Date

Upon completion, a copy should be provided to the Graduate Assistant and a copy sent to Graduate Studies.