



Graduate Assistant Evaluation Form

This evaluation form represents a means through which faculty and department heads can provide feedback on their graduate assistants at the close of each semester. It also enables the College to have a record of graduate assistant performance for employment reference and Bar fitness certification. At the close of each semester, faculty/department heads with graduate assistant(s) should complete this form and forward it to the College Human Resources Officer. Although each of the questions may not necessarily apply to the current supervisor/graduate assistant working relationship, supervisors are encouraged to fill this form out to the best of their ability and pursuant to the expectations of the assistant as discussed at the start of the appointment.

Semester:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____
Name of graduate assistant:	
Panther ID Number:	
Name of supervising faculty member or department head:	

1. What duty(s) was your graduate assistant assigned to carry out? Please specify and attach additional sheets if needed.

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2. To what extent was your graduate assistant prepared? (Background, intelligence, and/or professional training)

<input type="checkbox"/>	Very Well Prepared	<input type="checkbox"/>	Well Prepared	<input type="checkbox"/>	Adequately Prepared	<input type="checkbox"/>	Poorly Prepared
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Comments:

3. How well did your graduate assistant perform his/her overall duties?

<input type="checkbox"/>	Superior	<input type="checkbox"/>	Above Average	<input type="checkbox"/>	Average	<input type="checkbox"/>	Below Average	<input type="checkbox"/>	Unsatisfactory
<p>Comments:</p>									

4. Attendance: Did your graduate assistant adhere to work schedules to fulfill the required amount of time stipulated in their assistantship?

<input type="checkbox"/>	Always	<input type="checkbox"/>	Usually	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Seldom	<input type="checkbox"/>	Never
<p>Please explain any attendance issues:</p>									

5. Supervisors should evaluate the graduate assistant's performance on the following criteria and on a scale from 1 to 5, with 1 being "strongly disagree" and 5 being "strongly agree". Alternatively, a "N/A" may be placed next to items which are not applicable to the expectations and duties of the particular graduate assistant.

	The graduate assistant made a concerted effort to meet with the supervisor to keep up to date with the assignments and research.
	The graduate assistant was able to complete most tasks without excessive supervision.
	The graduate assistant demonstrated a proficient use of technology in completing assignment.
	The graduate assistant provided research support/assistance for the supervisor in an efficient and competent manner.
	The graduate assistant has shown promise in developing her/his own teaching and/or research skills as a result of this assistantship.

6. Would you want this assistant re-assigned to you?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Graduating this Semester
<p>Comments:</p>					

7. Open ended comments. You may make general or specific comments here regarding the graduate assistant. Especially helpful are elaborative comments on the questions noted above as well as special concerns or accomplishments regarding this graduate assistant.

Supervisor Signature: _____

Date: _____