## **GRADUATE ASSISTANT PERFORMANCE EVALUATION FORM**

Graduate Assistant Name:

Supervisor Name:

**RATE THE PERFORMANCE OF THE GRADUATE ASSISTANT USING THE FOLLOWING SCALE:**

| **RATING** | **PERFORMANCE** |
| --- | --- |
| 1 | Far Below Expectations |
| 2 | Below Expectations |
| 3 | Meets Expectations |
| 4 | Exceeds Expectations |
| 5 | Far Exceeds Expectations |
| N/A | Not Applicable |

1. Attendance at regularly scheduled meetings.
2. Timeliness at regularly scheduled meetings.
3. Preparedness at regularly scheduled meetings.
4. Self-initiative in seeking work to be completed.
5. Promptness in delivering work assignments.
6. Thoroughness in work assignments.
7. Quality and accuracy in work assignments.
8. Ingenuity in problem solving and task completion.
9. Respectfulness in meetings with supervisor.
10. Professionalism in meetings with supervisor.
11. Responsiveness to constructive criticism.
12. Focus in communication of work and project management.
13. Helpfulness demonstrated through interaction with students.

**Supervisor Comments:**

**Overall evaluation:**