Anderson University

GRADUATE ASSISTANT PERFORMANCE EVALUATION

The annual performance evaluation process is designed to encourage professional growth and positive communication between the graduate assistant and their supervisor. This evaluation must be completed before reappointment of the graduate assistant is finalized.

Directions: Both the Graduate Assistant and their supervisor complete an evaluation form or use one form completed in two different colors. After the meeting to review the completed form, both the GA and supervisor should sign and forward the evaluation to the department head for review. Send the approved evaluation to Human Resources or attach to the Graduate Assistant Reappointment Request form.

|  |  |  |  |
| --- | --- | --- | --- |
| Graduate Assistant: |       | AU ID# |       |
| Evaluator Name: |       | Department: |       |
| Brief Description of GA Assignment: |  |
|       |
|  |
| Outcomes identified at the beginning of the evaluation period, or at beginning of assignment:  |
|       |
|  |
|  |

**EVALUATION KEY**

|  |  |
| --- | --- |
| Rating | Definition |
| 1 | Exceeds Expectations  |
| 2 | Meets Expectations  |
| 3 | Development Needed; improvement plan is included |
| NA | Not applicable to responsibilities |

**PART I: SUPERVISOR’S EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | 1 | 2 | 3 | NA | Comments |
| 1. Professional Behavior
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Dependable and punctual
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Consistently exhibits ethical behavior; displays AU lifestyle expectations
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Consistently exhibits professional attitude
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Honors assignment time commitment
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Demonstrates independent thinking; is willing to offer suggestions
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Exhibits effective oral and written communication skills required
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Completes assigned work on time
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Criteria | 1 | 2 | 3 | NA | Comments |
| 1. Works well with faculty, staff, and others as needed to accomplish assignment
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Represents the department and university well with visitors, students and others
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Takes initiative in problem solving/is self-directed as needed
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Plans and organizes work efficiently; is able to prioritize
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Produces high quality work in areas of responsibility
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Follows directions with satisfactory speed and accuracy; asks question as needed
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Has interpersonal skills for group work
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Contributes to the outcome of group work
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Evaluates student work objectively and consistently
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Works well with students; is approachable
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Generates thoughtful questions; receptive to student ideas
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Effectively motivates students
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Other:
 | [ ]  | [ ]  | [ ]  | [ ]  |       |

**PART II: FUTURE GOALS AND COMMENTS (attach additional sheet if needed)**

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| --- | --- |
| Goals for Professional Development |  |
|       |
|  |
| Comment on the GA professional potential |  |
|       |
|  |
| Are the GA skills and experience well matched to work assignment? |  |
|       |
|  |
| Graduate Assistant Comments |  |
|       |
|  |
| Graduate Assistant Signature |  | Date: |       |
| Supervisor Signature: |  | Date: |       |
| Department Head Signature: |  | Date: |  |