

GRADUATE ASSISTANT PERFORMANCE EVALUATION: FACULTY INPUT

Supervisor: _____

Name of Student: _____

Program/Division: _____

Date of Evaluation: _____

Signature: _____

Instructions: **This form should be completed at mid-semester and end of semester.** Using the rating scale below, please rate the student's performance for each item in each section as it applies to the student's assignment by selecting the appropriate box beside each question. Within one week of completion, the supervisor and student should discuss their evaluations with one another prior to submitting to the Director's office.

1	2	3	4	5	N/A or
Unacceptable	Needs Improvement	Average	Above Average	Outstanding	Unable to Judge

I. GENERAL PERFORMANCE SKILLS

Duties

1	2	3	4	5	N/A

1. Completes assigned tasks in a timely manner
2. Demonstrates reliability and dependability in completing assignments
3. Demonstrates organizational skills
4. Takes initiative to go beyond what is required
5. Works independently
6. Produces quality work, relative to expectations for graduate- level students

Attitude

1	2	3	4	5	N/A

7. Demonstrates a willingness to learn
8. Works within the program's organizational structure
9. Demonstrates awareness of program's policies and procedures

1 Unacceptable	2 Needs Improvement	3 Average	4 Above Average	5 Outstanding	N/A or Unable to Judge
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Professionalism and Ethics

1	2	3	4	5	N/A

- 10. Is responsive to feedback
- 11. Communicates effectively with supervisors and staff
- 12. Demonstrates respect for supervisor and other staff members
- 13. Demonstrates sensitivity to diversity
- 14. Demonstrates ethical behavior within academic and the community
- 15. Attends meetings on time
- 16. Behavior is courteous
- 17. Dresses in a professional manner

II. TEACHING

Instruction and Preparation

1	2	3	4	5	N/A

- 1. Prepares photocopying/handouts on time
- 2. Provides students with learning objectives for the given lesson
- 3. Demonstrates organizational skills in teaching and teaching assistance
- 4. Teaching/instruction followed a logical sequence
- 5. Effective use of learning materials (e.g., Power Points, handouts)
- 6. Incorporates experiential learning activities
- 7. Involves all students in overall class, group, or pair activities

Professionalism, Classroom Management, and Ethics

1	2	3	4	5	N/A

- 8. Teaching assistance is consistent with ethical and professional standards
- 9. Exudes a professional demeanor
- 10. Displays courtesy and respect toward students
- 11. Maintains a positive classroom climate
- 12. Encourages student classroom participation
- 13. Answers questions in a fair and impartial manner
- 14. Manages disruptive students in an effective manner

1 Unacceptable	2 Needs Improvement	3 Average	4 Above Average	5 Outstanding	N/A or Unable to Judge
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Testing, Assessments, and Grading

1	2	3	4	5	N/A

15. Creates appropriate test questions relative to learning material
16. Creates assessments that consist of varying difficulty level
17. Records/enters grades accurately
18. Records/enters grades on time
19. Returns assessments to students in a timely manner

III. RESEARCH

Research Skills and Ethics

1	2	3	4	5	N/A

1. Reviews manuscripts in a meaningful manner
2. Produces a quality literature review
3. Demonstrates an understanding of appropriate research methods
4. Enters data accurately and in a timely manner
5. Uses statistical programs effectively to analyze data
6. Seeks to improve skills and knowledge for research purposes
7. Demonstrates ability to produce quality research
8. Is open to mentoring
9. Demonstrates ethically responsible actions within research activities

Supervision and Consultation

1	2	3	4	5	N/A

10. Cooperates with co-workers on project assignments
11. Consults with other professionals for their expertise, if needed
12. Is available for planned meetings regarding research activities

IV. Please write any other observations or comments below: