

Graduate Assistant Evaluation

GA Name:

Date:

Assignment:

Supervisor:

I am a: Fall only GA All Year or Spring only GA

Drop down choose one: I am a

Section I: Completed by Graduate Assistant Only

Self-reflection instructions: Complete sections I & II and discuss with your supervisor. You may share your evaluation with the Dean of the Graduate College using the QR code and brief survey/instructions provided from the QR code.

Three of my notable accomplishments or examples of professional development during this reflection period in my work as a GA:

1.

2.

3.

Three things I want to *do more*, *do less*, *start*, *stop*, or *change* to be even more effective in this role and to help me in future roles:

1.

2.

3.

QR Code to submit final evaluation to the Graduate College.



GA Self-reflection instructions: Please also complete Section II

Section II: Completed by Supervisor and Graduate Assistant

Rating and comments instructions: The supervisor and Graduate Assistant each complete Section II in advance of the GA evaluation in order to compare and discuss

Job Knowledge & Skills
Demonstrates technical and functional knowledge and the skill level required to complete assignments efficiently and effectively. Includes adapting to new requirements and pursuing development opportunities relating to job responsibilities.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Reliability
Task completion and follow-up including: meeting deadlines on time without sacrificing accuracy, quality, or project objectives and adhering to university/college/unit policies and procedures.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Teamwork
Works well with and for others, contributes to an inclusive and welcoming environment. Recognizes and respects diverse points of view; engages the talents, experiences, and capabilities of others; and creates opportunities for access and success of others.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Planning/Organizing
Works efficiently and productively, and effectively manages resources (labor, time, materials, etc.). Includes prioritizing, planning and organizing work for greatest efficiency and effectiveness.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Professionalism
Works collegially and cooperatively with others; presents oneself in a manner consistent with the image of the university, college, and department.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Positive approach to change and improvements
Demonstrates receptivity to new ideas and approaches. Demonstrates flexibility in working with a team.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Initiative/Innovation
Identifies challenges with minimal guidance; envisions possible outcomes or obstacles and responds in a manner to minimize risk. Generates new and original ideas that relate to the position if applicable. Effectively communicates issues and ideas to supervisors.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations
Attendance
Punctual and has an acceptable overall attendance record based on scheduled hours.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectations

Comments:

Section III: Supervisor Only (Complete and continue to P.3 or 4 for Teaching or Research Observations)

Please rate your level of support for this individual and future assistantship appointments.	
<input type="checkbox"/> Below Expectations	<input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Recommended for rehire	
Yes	No

Section III Continued: Supervisor Only- Teaching Observation (if applicable)

Teaching Presentation
Presents knowledge, information, and ideas and engages students through a variety of means, including active learning, lecture, discussion, demonstration, laboratory experiences, and direct consultation with students.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Suitability of Content
Develops or delivers highly relevant, engaging content appropriate to the students' level. The amount of material covered fits well with what should be expected of this session.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Communication Style
Articulates content with confidence. Presentation style is friendly, genuine, and animated. Teaching style promotes learning, engagement, strong bonds with students, and opportunities for focus and mental breaks.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Organization
Prepares meaningful assignments and activities for students.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Evaluation of Students' Work
Evaluates student work objectively and consistently; provides helpful feedback to students.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Learning Environment
Employs effective pedagogical tools to stimulate critical thinking and/or creative abilities in students; provides clear, well-organized and easy to understand instructions; adheres to accepted standards of professional behavior in meeting responsibilities to students.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Office Hours & Availability (if applicable)
Clear communication of office hours and availability.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations

Comments:

Supervisor's Open Response & Feedback to the Teaching Observation:

What did you find most effective about the class?

What did you find most effective about the TA's approach to leading?

What suggestions can you offer for improving the effectiveness of this course?

Section III Continued: Supervisor Only- Research Observation (if applicable)

Research Contribution
Contributes to research, discovery of new knowledge, development of new techniques, and/or other forms of creative activity.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Outputs and Outcomes
Qualitative and quantitative assessment of research, other creative programs, and contributions, and recognition by the academic and professional community.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Ethical Standards
Adherence to the highest possible ethical standards.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Methodology
Demonstrates sound research methodology, discussed and approved in conjunction with supervisor.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations
Teamwork
Assists others in the lab, cleans up, re-orders supplies, etc. Has a team perspective on all duties.
<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations

Comments:

Supervisor's Open Response & Feedback to the Research Observation:

What are the main strengths of this research assistant?

What are areas of improvement for this research assistant?

How can the unit be most effective in supporting this student?



Office of Graduate & Professional Studies