

## The Graduate School GA Supervisor Evaluation

Student Name: \_\_\_\_\_

I.D. #: \_\_\_\_\_

Department Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Student's Academic Concentration: \_\_\_\_\_

*As you complete this evaluation, please keep in mind other students who have worked for you, other personnel working in similar jobs, or professional standards in the field.*

<p><b>Quality of Work</b></p> <p><input type="checkbox"/> Excellent – requires no review</p> <p><input type="checkbox"/> Good – requires very little review</p> <p><input type="checkbox"/> Average – work requires some review</p> <p><input type="checkbox"/> Below Average – work is inconsistent</p> <p><input type="checkbox"/> Poor – work requires constant review</p>	<p><b>Teamwork</b></p> <p><input type="checkbox"/> Excellent team worker</p> <p><input type="checkbox"/> Very good team worker</p> <p><input type="checkbox"/> Good team worker</p> <p><input type="checkbox"/> Marginal team worker</p> <p><input type="checkbox"/> Not a team worker</p>
<p><b>Communication Skills</b></p> <p><input type="checkbox"/> Extremely effective in communicating with supervisors and colleagues</p> <p><input type="checkbox"/> Very effective in communicating with supervisors and colleagues</p> <p><input type="checkbox"/> Average in communicating with supervisors and colleagues</p> <p><input type="checkbox"/> Below Average – finds it difficult to communicate with others</p> <p><input type="checkbox"/> Poor – does not communicate well with others</p>	<p><b>Dependability</b></p> <p><input type="checkbox"/> Extremely – makes sure the job gets done without supervision</p> <p><input type="checkbox"/> Very – makes sure the job gets done with very little supervision</p> <p><input type="checkbox"/> Average – most always gets the job done but requires supervision</p> <p><input type="checkbox"/> Below Average – More often than not needs help getting the job done</p> <p><input type="checkbox"/> Poor – does not have the ability to get the job done</p>
<p><b>Work Initiative</b></p> <p><input type="checkbox"/> Exceptional – constantly works to improve procedures</p> <p><input type="checkbox"/> Good – frequently works to improve procedures</p> <p><input type="checkbox"/> Average – takes responsibility for own job</p> <p><input type="checkbox"/> Below Average – takes responsibility for own job with prompting</p> <p><input type="checkbox"/> Poor – shows little or no initiative</p>	<p><b>Learning New Skills</b></p> <p><input type="checkbox"/> New skills are learned and applied quickly</p> <p><input type="checkbox"/> New skills are learned and applied quickly with little direction</p> <p><input type="checkbox"/> New skills are learned and applied within a reasonable amount of time</p> <p><input type="checkbox"/> New skills are learned and applied with some difficulty</p> <p><input type="checkbox"/> New skills are learned and applied only after repeated training</p>
<p><b>Attendance</b></p> <p><input type="checkbox"/> Regular</p> <p><input type="checkbox"/> Irregular</p>	<p><b>Punctuality</b></p> <p><input type="checkbox"/> Regular</p> <p><input type="checkbox"/> Irregular</p>
<p><b>Comments:</b></p>    	

\_\_\_\_\_  
Graduate Assistant Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Supervisor Signature\_\_\_\_\_  
Date