

**PERFORMANCE EVALUATION - ASSISTANTSHIP**

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

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

Quarter: \_\_\_\_\_

1. Assigned Duties and Expectations (Due during 1<sup>st</sup> month of each quarter):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Attendance:     Excellent         Acceptable         Unacceptable

3. Performance:

Excellent                       Above average                       Average

Below average                       Unacceptable

Comments/Closure Statement (Student Accomplishment, Due @ end of each quarter):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Would you recommend continuation of assistantship beyond this quarter?

Yes                       No

5. Would you recommend continuation of assistantship beyond this academic year?

yes                       No

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Louisiana Tech University  
Graduate Assistant Evaluation

**SAMPLE**

Quarter Evaluated: \_\_\_\_\_ Student's Name (Print or type): \_\_\_\_\_

Date: \_\_\_\_\_ Reviewer's Signature: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

**Critical Performance Factors:** The following are examples of general performance factors that may be considered during the Graduate Assistant Evaluation. The purpose is to facilitate communication between the faculty/supervisor and the Graduate Assistant about important aspects of performance. The faculty/supervisor should check the factors that apply to the person being evaluated. *The supervisor should add additional comments for any factor falling below "meets expectations".*

<input type="checkbox"/> <b>Cooperation:</b> willingness to assist; attitude when work needs to be repeated; adaptability when schedule must be changed.  <input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable <b>Comments:</b>
<input type="checkbox"/> <b>Problem solving/judgment:</b> anticipates and analyzes problems clearly and determines appropriate solutions or alternatives; evaluates results and take proper action.  <input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable <b>Comments:</b>
<input type="checkbox"/> <b>Attitude:</b> Offers assistance willingly; makes a positive contribution to morale; accepts constructive criticism positively; shows pride in work  <input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable <b>Comments:</b>
<input type="checkbox"/> <b>Time management:</b> efficiently plans and prioritizes time and resources to improve productivity; performs assigned dues within allotted time.  <input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable <b>Comments:</b>
<input type="checkbox"/> <b>Communicates effectively (Written or Oral):</b> speaks and writes clearly and concisely; if assisting in the classroom, provides clear instructions  <input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable <b>Comments:</b>
<input type="checkbox"/> <b>Attendance:</b> Promptness at the start of the work day; attendance record is satisfactory; completes attendance records accurately and on time.  <input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable <b>Comments:</b>

<input type="checkbox"/> <b>Organizational Skills:</b> Performs tasks in an organized and efficient manner; handles multiple activities simultaneously; makes effective use of time (not merely busy) <input type="checkbox"/> <b>Outstanding</b> <input type="checkbox"/> <b>Exceeds Expectations</b> <input type="checkbox"/> <b>Meets Expectations</b> <input type="checkbox"/> <b>Improvement Needed</b> <input type="checkbox"/> <b>Unacceptable</b> <b>Comments:</b>
<input type="checkbox"/> <b>Quality/Productivity:</b> Work completion is consistently high; can be counted on for extra effort as needed to meet the Department's goals; makes effective use of resources available to accomplish all assignments, avoiding waste. <input type="checkbox"/> <b>Outstanding</b> <input type="checkbox"/> <b>Exceeds Expectations</b> <input type="checkbox"/> <b>Meets Expectations</b> <input type="checkbox"/> <b>Improvement Needed</b> <input type="checkbox"/> <b>Unacceptable</b> <b>Comments:</b>
<input type="checkbox"/> <b>Judgment:</b> Demonstrates good judgment in handling routine problems; has the ability to work under pressure; recognizes deficiencies and seeks help when appropriate. <input type="checkbox"/> <b>Outstanding</b> <input type="checkbox"/> <b>Exceeds Expectations</b> <input type="checkbox"/> <b>Meets Expectations</b> <input type="checkbox"/> <b>Improvement Needed</b> <input type="checkbox"/> <b>Unacceptable</b> <b>Comments:</b>
<input type="checkbox"/> <b>Interpersonal Skills:</b> relates effectively and diplomatically with faculty, students and community; presents professional image; is responsive to department needs in terms of timeliness and ability to deliver services; Builds and maintains productive working relationships with superiors and peers. <input type="checkbox"/> <b>Outstanding</b> <input type="checkbox"/> <b>Exceeds Expectations</b> <input type="checkbox"/> <b>Meets Expectations</b> <input type="checkbox"/> <b>Improvement Needed</b> <input type="checkbox"/> <b>Unacceptable</b> <b>Comments:</b>
<input type="checkbox"/> <b>Dependability:</b> Can be counted on to carry out assignments with careful follow-through and follow-up; Meets predetermined targets or deadlines; Can be counted on to overcome obstacles to meet goals and adapt to changes as necessary; Is consistent in performance; Is personally accountable for his/her actions <input type="checkbox"/> <b>Outstanding</b> <input type="checkbox"/> <b>Exceeds Expectations</b> <input type="checkbox"/> <b>Meets Expectations</b> <input type="checkbox"/> <b>Improvement Needed</b> <input type="checkbox"/> <b>Unacceptable</b> <b>Comments:</b>
<input type="checkbox"/> <b>Initiative/creativity/innovation:</b> seeks help when needed; demonstrates a "self-starter" attitude; sees when something needs to be done and does it; commitment to self-improvement. <input type="checkbox"/> <b>Outstanding</b> <input type="checkbox"/> <b>Exceeds Expectations</b> <input type="checkbox"/> <b>Meets Expectations</b> <input type="checkbox"/> <b>Improvement Needed</b> <input type="checkbox"/> <b>Unacceptable</b> <b>Comments:</b>
<input type="checkbox"/> <b>Progress in thesis/dissertation:</b> the student is progressing towards his/her degree as judged by his/her advisor. <input type="checkbox"/> <b>Outstanding</b> <input type="checkbox"/> <b>Exceeds Expectations</b> <input type="checkbox"/> <b>Meets Expectations</b> <input type="checkbox"/> <b>Improvement Needed</b> <input type="checkbox"/> <b>Unacceptable</b> <input type="checkbox"/> <b>Not Applicable</b> <b>Comments:</b>  <input type="checkbox"/> <b>Thesis/Dissertation/academic Advisor's Signature:</b> _____

**Overall Rating:**

**Outstanding**    **Exceeds Expectations**    **Meets Expectations**    **Improvement Needed**    **Unacceptable**

**Comments on Rating** (Attach additional comments if any area is lower than meets expectations or additional comments if desired).