

PERFORMANCE EVALUATION - ASSISTANTSHIP

Student: _____

Supervisor: _____

Quarter: _____

1. Assigned Duties and Expectations (Due during 1st 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
Research 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".*

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| <input type="checkbox"/> Cooperation: 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 Comments: |
| <input type="checkbox"/> Problem solving/judgment: 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 Comments: |
| <input type="checkbox"/> Attitude: 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 Comments: |
| <input type="checkbox"/> Time management: 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 Comments: |
| <input type="checkbox"/> Communicates effectively (Written or Oral): 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 Comments: |
| <input type="checkbox"/> Attendance: 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 Comments: |

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| <input type="checkbox"/> Organizational Skills: Performs tasks in an organized and efficient manner; handles multiple activities simultaneously; makes effective use of time (not merely busy) <input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable Comments: |
| <input type="checkbox"/> Quality/Productivity: 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"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable Comments: |
| <input type="checkbox"/> Judgment: Demonstrates good judgment in handling routine problems; has the ability to work under pressure; recognizes deficiencies and seeks help when appropriate. <input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable Comments: |
| <input type="checkbox"/> Interpersonal Skills: 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"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable Comments: |
| <input type="checkbox"/> Dependability: 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"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable Comments: |
| <input type="checkbox"/> Initiative/creativity/innovation: 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"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable Comments: |
| <input type="checkbox"/> Progress in thesis/dissertation: the student is progressing towards his/her degree as judged by his/her advisor. <input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not Applicable Comments: <input type="checkbox"/> Thesis/Dissertation/academic Advisor's Signature: _____ |

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).