BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

College of Community and Public Affairs
Department of Social Work

GRADUATE ASSISTANT EVALUATION FORM

Instructions: Evaluate the graduate assistant's (GA) performance by completing the following form. Then, schedule a meeting with the GA to discuss your evaluation. The completed and signed form should be submitted to the Director of MSW Program **NO LATER** than the last day of classes each semester.

GA Name: _____

Supervisor's Name: _____

Academic Year: _____ Check One: ____Fall Evaluation OR ____Spring Evaluation

GA Duties and Assignments:

Directions: Please rate your GA on each performance factor. The definitions of performance factor rating categories can be found on the next page.

Performance Factor Rating Category Definitions

Outstanding: Work was outstanding in nearly all areas. This is the kind of person who will keep the department and the institution successful. The assistant's exemplary contributions are recognized and appreciated.

Commendable: Work has been consistently above the requirements in most areas. While the assistant has a few areas to work on, his/her commitment and contribution are appreciated.

Good: Work generally met or exceeded the requirements in most areas and is fulfilling the requirements of the job. The assistant should continue his/her efforts and instructors will work with the assistant to help him/her attain his/her potential.

Improvement Required: Work meets only the most basic requirements of the position. While the assistant may have performed acceptably in most areas, performance should be improved. Failure to show improvement may result in additional action.

Not Acceptable: Work is below the basic requirements in the critical aspects of the job and immediate improvement is required.

PERFORMANCE FACTOR	Out-standing	Com-mendable	Good	Improve-ment Required	Not Accept-able
KNOWLEDGE					
Understands the concepts, techniques, requirements, and other aspects of the assignment					
Has mastered the procedures, techniques and instructions required for the assignment					
Quickly and easily grasps and applies instructions and new methods					
JUDGEMENT					
Anticipates and identifies problems and evaluates alternative solutions					
Open to new or different solutions					
Follows up on problems and helps to bring about resolution					
PRODUCTIVITY					
Productivity in comparison to others who have done or are doing a similar assignment					
Consistently meets deadlines					
Works independently with little supervision					
PROFESSIONAL RELATIONSHIPS					
Works with others as a team member					
Cooperative and supportive					
Expresses disagreement in an appropriate way					
ORGANIZATION					
Prioritizes and plans work effectively					
Juggles multiple projects and priorities					
RELIABILITY					
Meets promised deadlines without sacrifice of accuracy or quality					
Reports unavoidable delays in advance of deadlines					
Complies with University and unit policies and procedures					
OVERALL PERFORMANCE					
My overall rating of the assistant at the **mid-term** is:					
After a careful review of the factors above, my overall rating of this assistant for this **semester** is:					

Identify GA areas of strength:

Identify GA opportunities for growth:

The undersigned met and discussed this evaluation on _____(date).

_____ _____

Supervisor's Signature GA's Signature