



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
<b>KNOWLEDGE</b>					
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					
<b>JUDGEMENT</b>					
Anticipates and identifies problems and evaluates alternative solutions					
Open to new or different solutions					
Follows up on problems and helps to bring about resolution					
<b>PRODUCTIVITY</b>					
Productivity in comparison to others who have done or are doing a similar assignment					
Consistently meets deadlines					
Works independently with little supervision					
<b>PROFESSIONAL RELATIONSHIPS</b>					
Works with others as a team member					
Cooperative and supportive					
Expresses disagreement in an appropriate way					
<b>ORGANIZATION</b>					
Prioritizes and plans work effectively					
Juggles multiple projects and priorities					
<b>RELIABILITY</b>					
Meets promised deadlines without sacrifice of accuracy or quality					
Reports unavoidable delays in advance of deadlines					
Complies with University and unit policies and procedures					
<b>OVERALL PERFORMANCE</b>					
My overall rating of the assistant at the <b>mid-term</b> is:					
After a careful review of the factors above, my overall rating of this assistant for this <b>semester</b> 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