

College of Graduate Studies
Graduate Assistant Performance Evaluation

The evaluation should be submitted to the Associate Dean of the College of Graduate Studies no later than the 13th week during the Graduate Assistant's employment to document the assessment of performance and progress of each Graduate Assistant. Completion of this form constitutes a summary evaluation based upon prior lab/classroom visits, informal observations, input from students and discussion with the Graduate Assistant and/or other evidence of performance.

Department/Program/Division _____ Date _____

Assistant's Name _____ MTSU ID # M _____

Faculty Supervisor _____ MTSU ID # M _____

Semester/Year _____ Assignment(s): _____

Faculty Supervisor Assessment: Rate the GA's performance of functions for which he/she has been responsible

Responsibilities/Performance Factors

Low Acceptable High

Responsibilities/Performance Factors	Low	Acceptable	High
Accomplishes assigned tasks			
Ability to work independently to accomplish assigned tasks			
Accepts suggestions and constructive criticism			
Reliability in accomplishing assigned tasks in a timely manner			
Seeks actively to improve skills and knowledge and to incorporate them into work			
Punctuality/Attendance (by agreed schedule)			
Professional and ethical behavior (<i>including interpersonal skills, confidentiality and communication</i>)			
Quality of completed tasks and projects			
Technical/Research/Administrative skills (<i>appropriate to position</i>)			
Overall Assessment of Graduate Assistant's Performance			

Additional Comments and Recommendations: _____

This evaluation has been discussed with me and I am aware that I may respond to this assessment in writing.

 Student Signature

 Date

 Signature of MTSU Staff member completing evaluation

 Date

All evaluations should be emailed, faxed or mailed to the College of Graduate Studies, MTSU Box 42, Attention: Kathy Green (katherine.green@mtsu.edu) Fax number: 904-8020.