

Graduate Assistant Performance Evaluation

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Supervisor Directions:** Related to work performance, check one rating for every criteria, complete the strengths/weaknesses, and check whether recommending for re-appointment. Provide an explanation for any criteria marked as a 1 or 2. Meet with the graduate assistant to review their performance evaluation before obtaining signatures. Return the signed performance evaluation to the Director of Graduate Studies before the deadline of the semester: December 15 for Fall or May 1 for Spring. Department saves a copy of the signed performance evaluation to the R:\GRAD ASSTS\!FY XXXX\Department\Performance Evaluations folder.

*Guide: 1: Unsatisfactory; 2: Needs Improvement; 3: Acceptable; 4: Satisfactory; 5: Outstanding*

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| **Criteria** | **1** | **2** | **3** | **4** | **5** |
| 1.) Attendance & punctuality: Attends required meetings and/or trainings. Arrives to work on time. Informs supervisor in advance of planned absences. |  |  |  |  |  |
| 2.) Dependability: Honors time commitment to appointments. Displays reliability. |  |  |  |  |  |
| 3.) Interpersonal relations: Works well with a variety of faculty, staff, students, visitors, volunteers, and individuals external to UGA. |  |  |  |  |  |
| 4.) Attitude: Displays a professional manner at all times. |  |  |  |  |  |
| 5.) Initiative: Demonstrates independent thinking and willingness to offer suggestions. |  |  |  |  |  |
| 6.) Problem solving skills: Interprets, investigates, and resolves issues related to work tasks. |  |  |  |  |  |
| 7.) Quality of work: Produces a satisfactory level of work consistently. |  |  |  |  |  |
| 8.) Timely completion of work: Finishes assigned tasks in a prompt manner. |  |  |  |  |  |
| 9.) Communication: Informs supervising faculty of work progress routinely. Exhibits effective oral/written communication skills. |  |  |  |  |  |
| 10.) Follow Instructions: Performs work with adequate speed and accuracy consistent with the directive provided by the supervising faculty. |  |  |  |  |  |
| *Overall Performance Rating* |  |  |  |  |  |

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| Strengths: |  |
| Weaknesses: |  |

Recommended for re-appointment: \_\_\_\_Yes \_\_\_\_No

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| --- | --- |
| Supervisor Comments: |  |
| Student Comments: |  |

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

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

Director of Graduate Studies Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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