

GA/Supervisor Expectations Worksheet

Sometimes supervisors and graduate assistants have different ideas and assumptions of what their roles are and what is expected of them. This exercise is designed to allow each party to share expectations and begin discussion that will best facilitate a successful partnership. Please have this exercise completed within 14 business days of the graduate assistant's initial hire date.

Directions:

1. The supervisor and graduate assistant should each have a blank copy of this worksheet. **Do not** write your names on these worksheets.
2. Read each statement carefully.
3. Rate each statement from 1 to 5 (**1=Not At All Important/Completely Disagree, 5=Very Important/Completely Agree**).
4. After both parties have finished the exercise, they will meet together to compare the similarities, focusing discussion around how to have a successful working relationship.

Check one – I am a: Supervisor Graduate Assistant

1	2	3	4	5
Not At All Important/ Completely Disagree	Not Important/ Disagree	Neutral	Important/ Agree	Very Important/ Completely Agree

Rate each of the following statements: 1-5

	1	2	3	4	5
1. Both GAs and Supervisors should have a structured, scheduled time to meet one-one-one	<input type="checkbox"/>				
2. Both GAs and Supervisors should be able to socialize together outside of work	<input type="checkbox"/>				
3. GA should attend all office staff meetings	<input type="checkbox"/>				
4. GA should be a part of the programmatic decision making processes	<input type="checkbox"/>				
5. GA should undergo periodic performance evaluations	<input type="checkbox"/>				
6. GA should dress professionally (discuss definition of what professional dress means to you)	<input type="checkbox"/>				
7. GA should conduct self in a professional manner (discuss what professional manner means to you)	<input type="checkbox"/>				
8. GA should be prepared to attend events outside typical working hours (8am-5pm)	<input type="checkbox"/>				
9. GA should be able to voice concerns or opinions to their supervisor	<input type="checkbox"/>				
10. GA should feel freedom to pitch new ideas for his/her office	<input type="checkbox"/>				
11. GA should be allowed to talk to whomever they like regarding a conflict with his/her supervisor	<input type="checkbox"/>				
12. GA should seek approval prior to making financial or contractual decisions	<input type="checkbox"/>				
13. GA should CC supervisor on all email communications	<input type="checkbox"/>				
14. GA should be allowed to attend all Division events and programs	<input type="checkbox"/>				
15. GA should be allowed to attend meetings outside the department without notifying supervisor	<input type="checkbox"/>				
16. GA should not be allowed to access internet sites unrelated to work projects (aol.com, facebook.com, cnn.com, etc.)	<input type="checkbox"/>				
17. GA should be allowed to deal with personal matters during working hours	<input type="checkbox"/>				
18. GA should be allowed to work on course work during working hours, but between projects	<input type="checkbox"/>				
19. GA should not expect flexibility in working hours once they are determined for the semester	<input type="checkbox"/>				
20. GA should be able to put classroom assignments before work projects during midterms and finals while at work	<input type="checkbox"/>				
21. GA should be able to take breaks at his/her own will	<input type="checkbox"/>				
22. GA should be able to invite a friend to meet him/her for lunch	<input type="checkbox"/>				
23. GA should not be able to arrive and leave work at his/her own discretion	<input type="checkbox"/>				
24. GA should build strong relationships with other GAs in the Division	<input type="checkbox"/>				
25. GA should not build strong relationships with other GA supervisors	<input type="checkbox"/>				
26. GA should not discuss information from his/her department with others	<input type="checkbox"/>				
27. GA should be able to leave personal belongings in the office workspace	<input type="checkbox"/>				
28. GA can single-handedly make decisions concerning a large project	<input type="checkbox"/>				
29. GA should not have authority to delegate work to student assistants	<input type="checkbox"/>				
30. GA should accept all tasks and projects from his/her supervisor (no matter what is asked)	<input type="checkbox"/>				
31. GA should not date undergraduates, supervisors, or other graduate students who are clients/customers of the department	<input type="checkbox"/>				
32. Supervisor should keep the GA informed of all office projects/occurrences	<input type="checkbox"/>				

	1	2	3	4	5
	Not At All Important/ Completely Disagree	Not Important/ Disagree	Neutral	Important/ Agree	Very Important/ Completely Agree

Rate each of the following statements: 1-5 (continued)

	1	2	3	4	5
33. Supervisor should give feedback on a daily basis or on each project	<input type="checkbox"/>				
34. Supervisor should give advice on personal matters of the graduate assistant	<input type="checkbox"/>				
35. Supervisor should provide opportunities for GA to grow and develop as a staff member	<input type="checkbox"/>				
36. Supervisor should give critiques on GA performance	<input type="checkbox"/>				
37. Supervisor should assign graduate assistant to committees whenever possible	<input type="checkbox"/>				
38. Supervisor should encourage involvement in relevant professional associations	<input type="checkbox"/>				
39. Supervisor should forward articles and texts for the GA to read and discuss	<input type="checkbox"/>				
40. Supervisor should allow GA to develop goals and objectives for his/her position	<input type="checkbox"/>				
41. Supervisor should involve GA in program/office strategic planning sessions	<input type="checkbox"/>				
42. Supervisor should not treat the GA as a student assistant	<input type="checkbox"/>				
43. Supervisor should take an interest in the career goals of the GA	<input type="checkbox"/>				
44. Supervisor should not offer to spend a lunch hour on or off campus with GA	<input type="checkbox"/>				
45. Other: _____	<input type="checkbox"/>				
46. Other: _____	<input type="checkbox"/>				
47. Other: _____	<input type="checkbox"/>				
48. Other: _____	<input type="checkbox"/>				
49. Other: _____	<input type="checkbox"/>				
50. Other: _____	<input type="checkbox"/>				