



DSA Graduate Assistant Performance Evaluation

Graduate Assistant

Supervisor

Department

Employment Term

Directions:

Graduate Assistants should be given the opportunity to rate themselves prior to Performance Evaluation Meetings in December & May.
 Supervisor and GA should schedule a Performance Evaluation Meeting in December and May.
 Performance Evaluation should be kept on file by supervisors following the December meeting, then turned into the Student Affairs Administration Office
 Melissa.McGuire@unt.edu following the final May meeting.

Enter the value that best represents the graduate assistant's/your performance in either the Mid-Year or End-of-Year row. When appropriate, comments should be included to give direction/action items for the following semester at the mid-year mark, and to provide further explanation/conclusion at the end-of-year mark.

Rating Scale:

- (1) = Deficient in minimum skills/Unsatisfactory/Does not meet expectations
 - (2) = Needs development/Marginal/Meets some expectations
 - (3) = Meets expectations/Normative/ Satisfactory
 - (4) = Sufficiently developed/Meets expectations and exceeds some/Very good
 - (5) = Exceeds all expectations/Exemplary/Superior
- (N/A) = Not Applicable

Criteria	Rating	Action Items/Comments
PROFESSIONALISM		
1. Is dependable, punctual, honors time commitments	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
2. Exhibits a professional attitude	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
3. Appropriate communication style	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>
4. Appropriate dress attire	Mid-Year	<input type="text"/>
	End-of-Year	<input type="text"/>

5. Positively represents office to other departments or visitors	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	

JOB EFFECTIVENESS

6. Demonstrates independent thinking; willing to offer suggestions confidently	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	

7. Plans & organizes workload efficiently; is able to prioritize appropriately to meet deadlines	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	

8. Exhibits effective oral/written communication skills	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	

9. Takes initiative and demonstrates problem solving skills	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	

10. Produces high quality work in areas of responsibility with adequate speed and accuracy	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	

11. Forms positive relationships/ Works well with faculty, staff, and other graduate assistants/Team player	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	

12. Appropriately engages supervisor for feedback	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	

ENGAGEMENT

13. Willing to encourage students and offer advice on overall college success	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	

14. Is approachable and friendly to students	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	
15. Able to form healthy and positive relationships with students	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	
16. Understands that students are the main purpose of our work	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	
17. Able to refer students/clients to appropriate resource	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	

COMMITMENT

18. Exhibits ethical behavior and decision making	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	
19. Adheres to and understands office and University Policy	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	
20. Active member of the GA Program (participates/contributes in Brown Bags, orientation, evaluation, focus group, etc.)	Mid-Year	<input type="checkbox"/>	
	End-of-Year	<input type="checkbox"/>	

Future Goals:

Ways my supervisor can assist me in meeting my goals:

Sign, date, submit at completion of full term:

	Graduate Assistant Signature	<input style="width: 90%;" type="text"/>	Date	<input style="width: 90%;" type="text"/>
	Supervisor Signature	<input style="width: 90%;" type="text"/>	Date	<input style="width: 90%;" type="text"/>
	Department Head Signature	<input style="width: 90%;" type="text"/>	Date	<input style="width: 90%;" type="text"/>