Graduate Assistants

Graduate assistants (GA’s) engage in a number of different tasks including serving as receptionists, working as child care workers, working in the teaching materials center, and serving as records’ clerks. While their duties are varied, a common expectation is that they will perform their tasks in a competent and professional manner and will receive ethical and professional treatment from their supervisors.

Supervision

The supervisor is to meet with the GA and review her/his duties before the semester begins or before any changes in assigned duties. The supervisor will meet with the GA periodically to ensure that assignments are being completed in a satisfactory manner. Every effort should be made to make the GA’s activities effective and productive for the department awarding the assistantship but also, where possible, educational for the GA.

Evaluation

GA’s will be evaluated using the following questionnaire:
**GRADUATE ASSISTANT SUPERVISOR RATING FORM**

Name of Graduate Assistant _____________________________

Term __________________ Year___________________________

Instructions: Evaluate the Graduate Assistant’s (GA) job performance by circling a number from 1-5 on the scale below. “1” represents “Poor” while “5” stands for “Excellent”. “No Inf” stands for “No Information.”

<table>
<thead>
<tr>
<th>Part I</th>
<th>1. Completes assigned duties satisfactorily</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>No Inf</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>2. Works well independently</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>No Inf</td>
</tr>
<tr>
<td></td>
<td>3. Is ethical and professional in behavior</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>No Inf</td>
</tr>
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<td></td>
<td>4. Shows initiative</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>No Inf</td>
</tr>
<tr>
<td></td>
<td>5. Communicates effectively</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>No Inf</td>
</tr>
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<td></td>
<td>6. Is an effective assistant as evaluated by her/his supervisor (attach written evaluation)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>No Inf</td>
</tr>
<tr>
<td></td>
<td>7. Overall rating of job performance</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>No Inf</td>
</tr>
</tbody>
</table>

Please give any additional feedback here:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signed: ________________________________ Date: _______________________________

Supervisor

Signed: ________________________________ Date: _______________________________

Graduate Assistant

Date evaluation given to graduate assistant: _______________________________

Please keep a copy on file in the department along with student’s hiring paperwork.