##### **GRADUATE RESEARCH ASSISTANT (GRA) AND GRADUATE TEACHING ASSISTANT (GTA) PERFORMANCE EVALUATION FORM**

GRAs/GTAs should complete this form in May of each year, presumably summarizing their work in the previous semesters. If students work only one semester, GRA/GTAs should complete this form at the end of the contract period. Ideally, the form should be used to establish expectations at the beginning of the performance period and to evaluate performance at the end of the performance period.

**Instructions:**

GRAs/GTAs complete this form as a self-evaluation and then submit the evaluation to their faculty supervisor, along with a copy of their current CV. The faculty supervisor reviews the self-evaluation, add comments and ratings, and provides an overall summary of the GRA/GTA performance. To ensure appropriate communication between the GRA/GTA and the faculty supervisor, a discussion of the evaluation should be conducted and revisions made, if necessary. Both the GRA/GTA and the faculty supervisor sign the form. Faculty supervisor should give a copy of the signed form to the GRA/GTA, forward the completed evaluation to UMSON Human Resources, and send a copy to the faculty supervisor’s department chair.

GRA/GTA Name:

|  |
| --- |
|  |

Faculty Supervisor:

|  |
| --- |
|  |

|  |
| --- |
|  |

Review Period: Evaluation Date:

1. Describe and rate the main task assignments of the GRA/GTA position:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Main Task Assignment To Date | GRA/GTA Self-  Performance Rating | | Faculty Supervisor Performance Rating | |
|  | Satisfactory | Needs Improvement | Satisfactory | Needs Improvement |
| GRA/GTA summary |  |  |  |  |
| -Task 1: |  |  |  |  |
| -Task 2: |  |  |  |  |
|  |  |  |  |  |
| Faculty supervisor summary |  |  |  |  |
| - Task 1: |  |  |  |  |
| - Task 2: |  |  |  |  |

2. Assess overall work habits and skills.

| Areas of Work | GRA/GTA Self-  Performance Rating | | Faculty Supervisor Performance Rating | |
| --- | --- | --- | --- | --- |
|  | Satisfactory | Needs Improvement | Satisfactory | Needs Improvement |
| Basic work factors: Quality of work, quantity of work, and timeliness |  |  |  |  |
| Work habits: Attendance and punctuality |  |  |  |  |
| Interactions (e.g., cooperation, teamwork, interpersonal relationships) |  |  |  |  |
| Problem-solving skills: Problem-solving, handling challenges, creativity |  |  |  |  |
| Job skills: Job knowledge, administration, initiative, oral and written communications |  |  |  |  |
| Planning and organization: Planning, setting objectives, coordination with others |  |  |  |  |
| OTHER: |  |  |  |  |
|  |  |  |  |  |
| GRA/GTA summary comments |  | | | |
| Faculty supervisor summary comments |

3. Describe new skills learned and utilized or any special projects that were worked on or developed.

|  |
| --- |
| GRA/GTA summary:  Faculty supervisor summary: |

4. Describe strengths that have been useful in the position.

|  |
| --- |
| GRA/GTA summary:  Faculty supervisor summary: |

5. Summarize areas that need improvement and identify ways that these could be addressed.

|  |
| --- |
| GRA/GTA summary:  Faculty supervisor summary: |

6. Describe anything that would help enhance performance (training, equipment, etc.).

|  |
| --- |
| GRA/GTA summary:  Faculty supervisor summary: |

7. Rate the overall performance as Outstanding, Above standards, Meets standards, Below standards, Unsatisfactory.

|  |
| --- |
| GRA/GTA summary:  Faculty supervisor summary: |

|  |
| --- |
| Faculty supervisor overall summary: |

GRA/GTA signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_