

Graduate Assistant Evaluation

Graduate Assistant's Name _____ Semester/Year _____

Supervisor's Name _____ Title _____

Address _____ Zip Code _____

Telephone _____ Email _____

Number of Hours (per week) assigned to above Supervisor _____

Nature of Responsibilities assigned to Graduate Assistant _____

Please use the following rating system to judge the effectiveness of the Graduate Assistant's Performance

5 = Exceptionally High Quality	3 = Meets Expectations	1 = Fails to Meet Minimal Requirements
4 = Exceeds Expectations	2 = Improvement is Needed	

- Job Knowledge:** The degree to which the graduate assistant understands the assigned responsibilities.
- Communication:** The degree to which the graduate assistant expresses thoughts and ideas verbally and/or in writing.
- Planning Ability:** The degree to which the graduate student develops and implements appropriate plans for the accomplishment of goals and assigned responsibilities.
- Adaptability:** The degree of flexibility and ability to adjust to a variety of situations as related to assigned responsibilities.
- Initiative:** The degree to which the graduate assistant is a self-starter and takes appropriate work-related action.
- Productivity:** The actual quantity and timeliness of work produced in meeting responsibilities.
- Quality of Work:** The degree of thoroughness, accuracy, and neatness of work completed.
- Dependency:** The degree of reliability demonstrated by the graduate assistant in meeting responsibilities.
- Interpersonal Relationships:** The degree to which the graduate assistant interacts and works harmoniously with others.

Recommendation (Check One)

Reappoint for next semester/academic year.

Do not reappoint for next semester/academic year.

Supervisor's Comments - Please use back of sheet

Supervisor's Signature
Date

Please return this form to:

Graduate Coordinator
 Department of Health and Sport Sciences
 106 Elma Neal Roane Fieldhouse
 The University of Memphis
 Memphis, TN 38152-3480