

Graduate Assistant Evaluation Form

School of Graduate Studies and Research

330 Tenth Avenue North, Suite B400

Nashville, TN 37203

615-963-7371

[www.tnstate.edu/grad](http://www.tnstate.edu/grad)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Graduate Assistant: |  |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department: |  |  | Supervisor: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Duties (Check One): |  | Teaching Assistant |  | Research Assistant |  | Administrative Assistant |

**Instructions:** *Please evaluate the performance of each Graduate Assistant (GA) under your supervision using the scale below. After completing the evaluation, discuss it with the Graduate Assistant and have him/her sign it. Rating of 1 or 2 in any area may result in termination or GA placement on probation. A graduate assistant must be evaluated at least once a semester.*

SCALE: 5 = Excellent 4 = Above Average 3 = Average 2 = Below Average 1 = Unsatisfactory

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. Attendance |  | 2. Punctuality |
|  |  |  |  |
|  | 3. Attitude |  | 4. Judgment |
|  |  |  |  |
|  | 5. Reliability/Dependability |  | 6. Quality of work |
|  |  |  |  |
|  | 7. Relations with others |  | 8. Ability to accomplish assigned tasks |
|  |  |  |  |
|  | 9. Willingness to learn new skills |  | 10. Ability to maintain confidentiality |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Points: |  |  | Overall Rating: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has GA enrolled in at least 9 credit hours? |  | Yes |  | No |
| Does GA maintain a 3.0 or higher cumulative GPA? |  | Yes |  | No |
| Would you recommend the reappointment of GA? |  | Yes |  | No |
| Number of years GA awarded assistantship? |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Signature of Supervisor |  | Date |  | Signature of GA |  | Date |

***Upon completion, please return Evaluation Form to the School of Graduate Studies and Research,***

***Holland Hall, Suite 200 or*** [***gradschool@tnstate.edu***](mailto:gradschool@tnstate.edu)

Revised 12-3-2014