



School of Graduate Studies and Research
 330 Tenth Avenue North, Suite B400
 Nashville, TN 37203
 615-963-7371
www.tnstate.edu/grad

Graduate Assistant Evaluation Form

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