## Edinboro University Graduate Assistant Worksite Evaluation

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Semester</th>
<th>Phone</th>
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<tr>
<th>Academic Program of Study</th>
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<thead>
<tr>
<th>Worksite Placement Supervisor</th>
<th>Worksite</th>
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**Instructions:** The site supervisor should evaluate the student objectively, comparing her/him with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. Please refer to the attached rating definition sheet in order to circle the number that best represents the student’s level of performance in each category. *Remarks are particularly helpful.*

1. **ATTITUDE:** Application to work.  
   Remarks:  
   - Poor (1)  
   - 2  
   - 3  
   - Excellent (4)  
   - Not Applicable (5)  

2. **WILLINGNESS/ABILITY TO LEARN**  
   Remarks:  
   - 1  
   - 2  
   - 3  
   - 4  
   - 5  

3. **DEPENDABILITY**  
   Remarks:  
   - 1  
   - 2  
   - 3  
   - 4  
   - 5  

4. **INITIATIVE**  
   Remarks:  
   - 1  
   - 2  
   - 3  
   - 4  
   - 5  

5. **ABILITY TO ORGANIZE WORK AND SELF**  
   Remarks:  
   - 1  
   - 2  
   - 3  
   - 4  
   - 5  

6. **RESPONSE TO SUPERVISORS AND ADMINISTRATORS**  
   Remarks:  
   - 1  
   - 2  
   - 3  
   - 4  
   - 5  

7. **QUALITY OF WORK**  
   Remarks:  
   - 1  
   - 2  
   - 3  
   - 4  
   - 5  

8. **RELATIONS WITH PEERS**  
   Remarks:  
   - 1  
   - 2  
   - 3  
   - 4  
   - 5  

9. **LEADERSHIP QUALITIES**  
   Remarks:  
   - 1  
   - 2  
   - 3  
   - 4  
   - 5  

7/2014
ATTENDANCE: Acceptable [ ] Unacceptable [ ]
PUNCTUALITY: Acceptable [ ] Unacceptable [ ]

GENERAL COMMENTS:

Overall Performance: Excellent Very Good Average Fair Unsatisfactory

Supervisor’s Signature ___________________________ Date _____________

I acknowledge that I have read this report and that I have been given an opportunity to discuss it with my supervisor. My signature does not necessarily mean that I agree with the report.

Student’s Signature ___________________________ Date _____________

Please return completed form to: The School of Graduate Studies and Research
310 Scotland Road
Suite 140 Butterfield Hall
Edinboro University of PA
Edinboro, PA 16444

7/2014
Graduate Assistant Evaluations

The following definitions are designed to help you evaluate the graduate students fairly and consistently. Please make sure you review these prior to completing the evaluation. It is also important that the graduate assistant be familiar with the scale as described below.

<table>
<thead>
<tr>
<th>Number</th>
<th>Rating</th>
<th>Explanation of Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Poor/Unsatisfactory</td>
<td>A rating of 1 means that the assistant’s performance with respect to the factor under consideration is below acceptable standards.</td>
</tr>
<tr>
<td>2</td>
<td>Fair</td>
<td>A rating of 2 means that the assistant’s performance with respect to the factor under consideration no more than meets or occasionally falls below acceptable standards.</td>
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<tr>
<td>3</td>
<td>Good</td>
<td>A rating of 3 means that the assistant’s performance with respect to the factor under consideration meets and occasionally exceeds acceptable standards.</td>
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<tr>
<td>4</td>
<td>Very Good</td>
<td>A rating of 4 means that the assistant’s performance with respect to the factor under consideration frequently exceeds acceptable standards.</td>
</tr>
<tr>
<td>5</td>
<td>Excellent</td>
<td>A rating of 5 means that the assistant’s performance with respect to the factor under consideration consistently exceeds acceptable standards.</td>
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The Evaluation Meeting

This is the most important step in the evaluation process. The discussion should be under circumstances affording a relaxed and private interview.

Upon completion of the evaluation meeting, return the original form to the School of Graduate Studies and Research, 310 Scotland Road – Suite 140 Butterfield Hall, Edinboro University of PA, Edinboro, PA 16444.