Graduate Assistant Worksite Evaluation

Student Name

Semester

Phone

Academic Program of Study

Worksite Placement Supervisor

Worksite

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.

<table>
<thead>
<tr>
<th>Poor</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Not Applicable</th>
</tr>
</thead>
</table>

   Remarks:

2. WILLINGNESS/ABILITY TO LEARN

   Remarks:

3. DEPENDABILITY

   Remarks:

4. INITIATIVE

   Remarks:

5. ABILITY TO ORGANIZE WORK AND SELF

   Remarks:

6. RESPONSE TO SUPERVISORS AND ADMINISTRATORS

   Remarks:

7. QUALITY OF WORK

   Remarks:

8. RELATIONS WITH PEERS

   Remarks:

9. LEADERSHIP QUALITIES

   Remarks:
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
310 Scotland Road, 140 Butterfield Hall
Edinboro, PA 16444.
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>
</tr>
<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>
</tr>
<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>
</tr>
</tbody>
</table>

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 – 310 Scotland Road, 140 Butterfield Hall, Edinboro, PA 16444.