



DSA Graduate Assistant Performance Evaluation - Instructions

- Graduate Assistants (GA) should be given the opportunity to rate themselves prior to the Performance Evaluation meeting with supervisor each term.
- Supervisor and GA should schedule a Performance Evaluation meeting in December and May.
- Performance evaluation should be kept on file by supervisor following the Mid-Year Evaluation in December and then e-mail the GA Program Advisor (melissa.mcguire@unt.edu) following the End-Of-Year Evaluation in May.
- For each Performance Standard, select the value that best represents the GA's/your performance in either

Rating Scale
(1) = Deficient in minimal skills/Unsatisfactory/Does not meet expectations.
(2) = Needs development/Marginal/Meets some expectations
(3) = Meets expectations/Normative/ Satisfactory
(4) = Sufficiently developed/Meets expectations and exceeds some/Very good
(5) = Exceeds all expectations/Exemplary/Superior
(N/A) = Not Applicable

DSA Graduate Assistant Performance Evaluation

Graduate Assistant Name	
Supervisor	
Department	
Employment Term	

Criteria	PERFORMANCE STANDARDS	Mid-Year Rating	End-of Year Rating	Action Items/Comments
Professionalism	Is dependable, punctual, honors time commitments.			
	Exhibits a professional attitude.			
	Appropriate communication style.			
	Appropriate dress attire.			
	Positively represents office to other departments or visitors.			
Job Effectiveness	Demonstrates independent thinking; willing to offer suggestions confidently.			
	Plans and organizes workload efficiently; is able to prioritize appropriately to meet deadlines.			
	Exhibits effective oral communication skills.			
	Exhibits effective written communication skills.			
	Takes initiative and demonstrates problem solving skills.			
	Produces high quality work in areas of responsibility with adequate speed and accuracy.			
	Forms positive relationships; works well with faculty, staff, and other GAs; team player.			
	Appropriately engages supervisor for feedback.			

Engagement	Willing to encourage students and offer advice on overall college success.			
	Is approachable and friendly to students.			
	Able to form healthy and positive relationships with students.			
	Understands that students are the main purpose of our work.			
	Able to refer students/clients to appropriate resources.			
Commitment	Exhibits ethical behavior and decision making.			
	Adheres to and understands office and University policy.			
	Active member of the GA Program (participates in GA Lunches, orientation, etc.).			

Future Goals	
Ways my supervisor can assist me in meeting my goals.	

Sign, date, and submit to GA Program Advisor after End-of-Year Evaluation.

GA Signature		Date	
Supervisor Signature		Date	
Department Head Signature		Date	