**SAMPLE**

**GRADUATE RESEARCH ASSISTANT ANNUAL EVALUATION FORM  
Tulane University**

***Instructions****:* Evaluate the Graduate Assistant’s (GA) performance by completing the following form. Then, schedule a meeting with the GA to discuss your evaluation. Thank you for contributing to the professional development of Tulane’s GAs!

**GA Name:**

**Supervisor Name:**   **Academic Year:**

**GA Duties/Assignment**:

**Performance Rating Scale**

* Exceeds Expectations – Surpasses requirements of position
* Meets Expectations – Fulfills requirements of position
* Fails to Meet Expectations – Falls below requirements of position

|  |  |  |  |
| --- | --- | --- | --- |
| **Areas of Evaluation** | **Exceeds**  **Expectations** | **Meets**  **Expectations** | **Fails to Meet Expectations** |
| **Quality of Work**  The degree to which the GA’s work is accurate and thorough. |  |  |  |
| **Initiative**  The degree to which the GA demonstrates self-determination and self-direction. |  |  |  |
| **Time Management**  The degree to which the GA completes work on schedule. |  |  |  |
| **Interpersonal Skills**  The degree to which the GA interacts effectively and appropriately with others in the workplace. |  |  |  |
| **Overall Performance** |  |  |  |

**Areas of strength:**

**Opportunities for growth:**

**The undersigned met and discussed this evaluation on . (date)**

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Supervisor’s Signature

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GA’s Signature