



Graduate School

WASHINGTON STATE UNIVERSITY

Graduate Assistantship Performance Evaluation

GA

Supervisor

Name

Name

WSU ID

Supervisor E-

mail

Department

Evaluation Period

Classification Title

Evaluation Date

Directions:

Enter the value that best represents the graduate assistant's performance in the box corresponding to the appropriate semester. When appropriate, comments should be included to give direction/action items for the following semester and to provide further explanation/comments.

Please add additional criteria based on the assistantship position description and offer letter.

Rating Scale:

(1) - Unsatisfactory

The Graduate Assistant failed to meet the performance expectations.

(2) - Needs Improvement

The Graduate Assistant failed to meet one or more significant performance expectations.

(3) - Meets Expectations

The Graduate Assistant met the performance expectations and contributed to the efficiency and economy of this organization.

(4) - Exceeds Expectations

The Graduate Assistant regularly works beyond a majority of the performance expectations and made significant contributions to the efficiency and economy of this organization through such performance.

(5) - Outstanding
efficiency

The Graduate Assistant has exceeded all of the performance expectations and has made many significant contributions to the
and economy of this organization through such performance.

Criteria From P.D.

Rating

Comments (Attach Extra Sheets if Needed)

	Fall		
	Spring		
	Fall		
	Spring		
	Fall		
	Spring		

	Fall	☐	
	Spring	☐	

Common Criteria for GAs		Rating	Comments (Attach Extra Sheets if Needed)
Is dependable, punctual, and honors time commitments	Fall	☐	
	Spring	☐	

Communicates appropriately with staff, faculty, students and others	Fall	☐	
	Spring	☐	
Plans & organizes workload efficiently; is able to prioritize appropriately and meet deadlines	Fall	☐	
	Spring	☐	
Forms positive relationships / works well with faculty, staff and other graduate assistants	Fall	☐	
	Spring	☐	
Exhibits a professional attitude and appropriately engages supervisor for feedback	Fall	☐	
	Spring	☐	
Exhibits ethical behavior and decision making	Fall	☐	
	Spring	☐	
Adheres to and understands office and University policy	Fall	☐	
	Spring	☐	

In signing this form, both the graduate assistant and supervisor are confirming that the student met all of the following during their appointment period:

- Remained enrolled full time (at least 10 credits)
- Maintained a 3.0 cumulative GPA during the period of appointment; and
- Met the service requirement of an average of 20 hours per week for 0.5 FTE as scheduled by the department/supervisor (or hours required for partial FTE appointment).

Graduate Assistant's Comments:

This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation.

 GA Signature
 Reviewer's Comments / Goals for Next Semester:

 Date

Reviewer's Name

Reviewer's Title

Signature

Date