

End-of-Semester Graduate Assistant Evaluation Form

Submit to: hdennis@wvu.edu and GradGeography@mail.wvu.edu

Deadline: Last Day of Final Exams

Graduate Assistant's Name:

Graduate Assistant's Academic Program:

Department of Assistantship:

Course Name if GTA:

Semester Evaluated: Spring Fall

Supervisor's Name:

This form may be used to facilitate evaluation of the performance of Graduate Assistants (GAs). The supervisor should answer the questions below, followed by a scheduled meeting with the Graduate Assistant to discuss the evaluation. The supervisor can also ask the GA to complete the form as a self-evaluation. If challenge or problem areas are identified and the GA assignment is expected to continue, a written corrective action plan should be provided. Copies of this evaluation (and the corrective action plan, if needed) should be provided to the GA and retained by the supervisor.

What were the GA's strengths over the past semester?

What were the GA's challenge areas over the past semester? Provide specific, detailed examples when possible.

If the supervisor lists any challenge areas, provide a written corrective action plan including the following:

- 1. Describe the specific behaviors that the GA needs to change.***
- 2. Specify the timeline for expected changes.***
- 3. Indicate how the changes will be assessed. As appropriate indicate any required record-keeping expected from the GA.***

4. *Describe any resources that the GA may be able to use to facilitate the changes.*

5. *Indicate the expected outcomes if the GA does or does not change their behaviors.*

Rate this GA's overall performance over the past semester:

<input type="checkbox"/>	-----	<input type="checkbox"/>	-----	<input type="checkbox"/>	-----	<input type="checkbox"/>	-----	<input type="checkbox"/>
Excellent		Quite Good		Acceptable		Somewhat Problematic		Very Problematic

Supervisor additional comments:

The undersigned met and discussed this evaluation on: _____ (date)

GA's Signature (date)

Supervisor's Signature (date)

GA additional comments: