

Graduate Assistant Evaluation Form
Department of Health & Human Performance
Texas A&M University-Commerce

Name of GA:

Name of Supervisor/Reviewer:

Review Period:

Duty # 1: Assist supervisor with research.

Primary Duty & Responsibilities:

Mid-Term Semester Review: Exceeds Meets Fails to meet expectations
(Must include action plan)

Review comments (required):

Improvement needed:

Duty: #2: Maintain contact with supervisor on a regular basis. Work 20 hours per week.

Primary Duty & Responsibilities (days and time of work schedule):

Mid-Term Semester Review: Exceeds Meets Fails to meet expectations
(Must include action plan)

Review comments (required):

Improvement needed:

Duty: # 3: Other Duties as Assigned

Primary Duty & Responsibilities:

End of Semester Review: Exceeds Meets Fails to meet expectations
(Must include action plan)

Review comments (required):

Improvement needed:

Development Action Plan

Identify specific areas in which the unit member needs or wants to develop additional skills and/or improve during the coming semester. Development plans should include specific actions to meet these needs such as classroom observation and feedback or computer/software training. (Attach additional pages if needed.)

PI/Faculty member and graduate assistant meet to review progress.

- GAR has met all expectations.
- Discussed duties/areas where the graduate assistant fails to meet expectations.
- Discussed expectations for satisfactory performance and set timeframe for improvement.
- Discussed development plan to aid the graduate assistant's efforts to improve performance.

GA comments in agreement or disagreement should be provided here. Attached additional pages if needed.

Signature of Graduate Assistant

Date

Signature of Supervisor/Reviewer Signature

Date