

Augusta State University

Master of Public Administration

GRADUATE ASSISTANT EVALUATION*

Name: _____

Date: _____

<p style="text-align: center;">Primary Responsibilities:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; border: none;">Category</th> <th style="border: none;">Description</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black; width: 10%; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; width: 10%; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; width: 10%; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </tbody> </table>	Category	Description							<p style="text-align: center;">Supervisor</p> <hr/> <p>Current Assignment: _____</p>
Category	Description								

Category	Rating (4=high)	Comments
<p>Job Knowledge</p> <ul style="list-style-type: none"> • Demonstrates basic knowledge of all aspects of assigned job responsibilities 	1 2 3 4 NA	
<p>Communication Skills</p> <ul style="list-style-type: none"> • Ability to effectively interact with peers, ASU faculty/staff, and university community in an open, professional manner 	1 2 3 4 NA	
<p>Quality</p> <ul style="list-style-type: none"> • Accuracy and thoroughness of assigned work 	1 2 3 4 NA	
<p>Organization</p> <ul style="list-style-type: none"> • Ability to plan, organize and complete assigned work 	1 2 3 4 NA	
<p>Congeniality</p> <ul style="list-style-type: none"> • Ability to cooperate with other graduate assistants and supervisors • Works harmoniously with peers, ASU faculty/staff, and the university community • Demonstrates energy, enthusiasm, and appropriate behavior 	1 2 3 4 NA	
<p>Initiative</p> <ul style="list-style-type: none"> • Assumes the responsibilities of the position and proceeds independently with consultative supervision • Willingness to seek additional responsibility • Demonstrates energy, enthusiasm, originality, and imagination in handling duties 	1 2 3 4 NA	
<p>Resourcefulness</p> <ul style="list-style-type: none"> • Ability to develop resources, solve problems, and locates information 	1 2 3 4 NA	

Attendance		
<ul style="list-style-type: none"> • Observance of work schedule • Compliance to the policies of the MPA Program 	1 2 3 4 NA	
Response to Supervision		
<ul style="list-style-type: none"> • Willingness to accept special assignments and/or projects • Accepts and responds to constructive criticism 	1 2 3 4 NA	
Overall Evaluation		
<ul style="list-style-type: none"> • Performance, as a whole, during evaluation period 	1 2 3 4 NA	

In what ways was this graduate student mentored in doing research, writing, preparing grants, teaching college level classes, presenting papers at professional meetings, or other professional activities?			
Other university experiences this student gained by this assignment?			
Specific strengths demonstrated by this graduate student			
Suggestions for improvement of the Assistant's performance			
Should the student be retained in an Assistantship next year?	Yes / No	Do you wish to work with this student in the future?	Yes / No

GENERAL COMMENTS:

Please attach any additional documentation or information you feel appropriate.

Supervisor Signature

Date

* Supervisor will review this evaluation with the assistant
Revised: 7/2/03