



THE
GRADUATE
SCHOOL

GRADUATE ASSISTANTSHIP
EVALUATION FORM

SECTION I: Student and Department Information

Student Name:

VSU ID:

Department:

Supervisor:

Type of Graduate Assistant:

Administrative
Assistant

Teaching
Assistant

Lab
Assistant

Research
Assistant

Instructor of
Record

SECTION II: Employee Evaluation

Evaluate the graduate assistant according to the following criteria at the end of the academic year. Space is provided for additional comments. Once the form is completed, the Supervisor discusses the evaluation with the graduate assistant, and both sign the form in Section III. The Supervisor then scans and emails a copy of the form to the Graduate Student Services Coordinator at vsugradasst@valdosta.edu by April 30th. (If the student was not under your employ long enough to evaluate, please indicate in the Comments section.)

For Academic Year:

CRITERIA	Excellent	Good	Fair	Poor
Quality of Work				
Productivity				
Reliability				
Attitude to Work				
Cooperation				
Initiative				
Overall Rating				

General
Comments:

SECTION III: Supervisor & Student Signatures

Student Authorization: My supervisor has discussed this evaluation with me and I have reviewed it. I authorize the release of information on this evaluation to potential future employers and the Graduate School Office.

Student Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____