**Sample Graduate Research Assistant Performance Evaluation Form**

This form may be used for evaluation of student employees. Hiring units may develop their own performance evaluation process and documentation. Performance evaluations must be done at least once per year per employee.

* Name of GRA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Start Date of Evaluation Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* End Date of Evaluation Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Person Completing the Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of Completion of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For each task attempted or duty assigned, list the description of the task or duty, accomplishments and activities done towards that task or duty, self-evaluation of the performance, and evaluation of the supervisor. This may be done in a table format below or in unstructured text. For the ratings, 5 = exceptional, 4 = exceeds expectations, 3 = meets expectations, 2 = does not always meet expectations, 1 = needs performance improvement

|  |  |  |  |
| --- | --- | --- | --- |
| Task or Duty  (describe briefly) | Activities and accomplishments | Self-Evaluation (rating of 1-5) | Supervisor Evaluation (rating of 1-5) |
|  |  |  |  |
|  |  |  |  |

GRA’s Comments on the Evaluations (optional):

Supervisor’s Comments on the Evaluations (optional):

Final Comments of the GRA in response to the supervisor’s comments (optional):

Signature of GRA (and date):

Signature of Supervisor (and date):

List of tasks or duties to be attempted for the next evaluation period (optional):

Example

This is an example of how the first two columns of this form might be completed using a fictional GRA with two of their tasks described:

|  |  |  |  |
| --- | --- | --- | --- |
| Task or Duty  (describe briefly) | Activities and accomplishments | Self-Evaluation (rating of 1-5) | Supervisor Evaluation (rating of 1-5) |
| *Explore use of [method] for use on [topic]* | * *Ran simulations on current data and compared to benchmarked methods* * *Made modifications to the basic method and showed good results* * *Drafted a paper for submission to a conference* |  | *[note: this is an example of a GRA doing very well on this task. A student might also be judged as doing well on a task if they explored a path thoroughly, but it led to a dead end]* |
| *Develop experiment to test [theory]* | * *Designed the basic experimental platform* * *Built and tested [subsystems of experiment]* * *Ran preliminary tests to verify platform* * *Developed test plan for next semester* |  |  |