**Graduate Research Assistant Performance Review Rubric (Template)**

This form and rubric is completed by the faculty member overseeing the research assistant.

Graduate Program: Semester: Date:

Assistant’s Name: Faculty Supervisor:

*Summary of RA Responsibilities*

*Faculty Supervisor Assessment of Performance*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Criteria | Did Not Meet Expectations | Consistently Below Expectations | Met Expectations | Exceeded Expectations | Not Applicable | Comments |
| Accomplishes assigned tasks |  |  |  |  |  |  |
| Communicates appropriately with faculty supervisor |  |  |  |  |  |  |
| Works independently on assigned tasks |  |  |  |  |  |  |
| Demonstrates commitment to assignments |  |  |  |  |  |  |
| Cooperates with team members on project assignments and in use of facilities |  |  |  |  |  |  |
| Seeks opportunities to improve skills and knowledge and to incorporate them into work |  |  |  |  |  |  |
| Reliable/dependable in accomplishing assigned tasks |  |  |  |  |  |  |
| Produces appropriate quantity of work within time allotted to assistantship assignments |  |  |  |  |  |  |
| Demonstrates ethically responsible actions within research activities |  |  |  |  |  |  |
| Consistently behaves in a professional manner (e.g., respectful, collegial, responsive and timely in communication). |  |  |  |  |  |  |
| Demonstrates ability to produce and report quality research and evaluation activities |  |  |  |  |  |  |
| Actively participates in required department responsibilities for the year (i.e., fall orientation, research symposia, etc.). |  |  |  |  |  |  |
| Accepts suggestions and constructive criticism |  |  |  |  |  |  |

STRENGTHS AND ACCOMPLISHMENTS: Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance.

PERFORMANCE AREAS WHICH NEED IMPROVEMENT: Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects that need improvement.

ACTION STEPS:

Evaluator’s Signature­ Date:

**RA Response Section**

Please check one of the following items and provide any comments that you would like in the space provided below.

\_\_\_ I agree with the comments provide above by my Faculty Supervisor.

\_\_\_ I disagree with the comments provide above by my Faculty Supervisor (if you disagree, you are required to provide reasons why you disagree with the contents of the evaluation).

RA Response to Evaluation:

*Signing this form is acknowledgement that you have received the evaluation and not that you agree with the evaluation.*

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RA Signature Date