



Graduate Assistant Performance Evaluation CONFIDENTIAL

1. Graduate Assistant's (Employee) Name: Vanessa Martinez

2. Job Classification Code:

- Research Associate (9181)
- Teaching Associate (9183)
- Graduate Assistant (9185)
- Research Assistant (9182)
- Teaching Assistant (9184)
- Instructional Assistant (9550)

3. FTE:

4. Period of Evaluation... Begin Date: 8/7/10 _____ End Date: 5/6/2011 _____

5. Employing Department: Anthropology _____

6. Supervisor's Name: Kathy Borman _____

7. Evaluator's Name (if different than supervisor): Chrystal Smith _____

8. Describe Graduate Assistant's Responsibilities (or attach job description)

As a GA on the NSF ADVANCE-PAID grant, Vanessa's responsibilities are:

1. Attending and recording minutes at the PI's weekly conference calls.
2. Collaborating with team members on the other Florida campuses to administer the project.
3. Attending and assisting in the implementation and coordination of workshops and seminars.
4. Developing materials such as posters, brochures and booklets.
5. Representing the project at professional conferences.
6. Gathering data and conducting document analysis.

Rating Scale: E= Exceeds Requirements
 A = Achieves Requirements
 N = Needs Improvement
 N/A= Not applicable to the student

Rating Scale: **E** = Exceeds Requirements, **A** = Achieves Requirements
N = Needs Improvement, **N/A** = Not applicable to the student

<p>Job Knowledge: Understanding of work assignments; including use of methods, techniques, tools, and materials for safe/satisfactory performance.</p> <p>Comments:</p> <p>Vanessa's work assignments are always well done. She is responsive to suggestions for revisions. She is proficient in the software programs (Photoshop, Endnote, Excel, PowerPoint, etc.) that are used to design materials.</p>	<p>E</p>
<p>Professionalism: Adherence to accepted standards of professional behavior.</p> <p>Comments:</p> <p>Vanessa always behaves in a professional manner.</p>	<p>E</p>
<p>Contribution: Contribution to research, the discovery of new knowledge, development of new educational techniques, and/or other forms of creative activity.</p> <p>Comments:</p> <p>Vanessa is collecting data on faculty hiring practices that will be valuable to the project</p>	<p>E</p>
<p>Attendance: Punctuality and accuracy in filling out time logs. Adherence to work schedule and properly reporting absences. Requesting time off in a timely manner.</p> <p>Comments:</p> <p>Vanessa is punctual and always informs her supervisor of any changes in her schedule. She requests her leave in a timely manner.</p>	<p>E</p>
<p>Congeniality: Ability to work harmoniously with co-workers and supervisors.</p> <p>Comments:</p> <p>Vanessa works harmoniously with her co-workers and supervisors.</p>	<p>E</p>
<p>Problem Solving: Ability to plan, organize, and analyze problems.</p> <p>Comments:</p> <p>Vanessa is a good problem solver.</p>	<p>E</p>

<p>Quality of Work: Completion of work assignments in an effective and efficient manner.</p> <p>Comments:</p> <p>Vanessa produces high quality work assignments.</p>	E
<p>Initiative: Willingness to improve present work conditions, volunteer for projects, and provide suggestions. Ability to work independently. Demonstrating energy, enthusiasm, and originality.</p> <p>Comments:</p> <p>Vanessa is able to work independently and takes initiative on project activities with enthusiasm.</p>	E
<p>Organization: Ability to prioritize work duties and complete projects within deadlines set by supervisor. Maintain organized work area(s).</p> <p>Comments:</p> <p>Vanessa prioritizes her work duties and completes assigned tasks by set deadlines.</p>	E

If applicable

<p>Teaching Presentation: Ability to effectively present knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, and direct consultation with students.</p> <p>Comments:</p>	N/A
<p>Teaching effectiveness: Ability to impart knowledge and skills, and effectiveness in stimulating students' critical thinking and/or creative abilities</p> <p>Comments:</p>	N/A
<p>Service to, and awards by, international, professional, state, and community organizations</p> <p>Comments:</p>	N/A

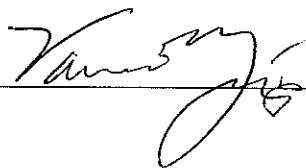
Additional comments from supervisor/ evaluator:

Vanessa's exemplary work and positive attitude has made her an asset to the project. She carries out her assignments with a sense humor. She takes initiative and seeks to resolve difficult situations in a constructive manner.

Employee comments:

Supervisors Signature: 

Date: 5/11/11
5/11/11

Employee's Signature: 

Date: 5/11/11

Graduate Program Director

Date: