**DEPARTMENT OF HUMAN GENETICS**

**GRADUATE STUDENT EVALUATION FORM (ANNUAL)**

*To be filled out by the faculty supervisor and student, signed, and turned in before the end of spring term.*

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Term/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART 1:**

Student performance during this term as part of:

\_\_\_\_\_\_ GSR \_\_\_\_\_\_ thesis/dissertation research \_\_\_\_\_\_both

*Rate performance above (A), meets (M) or below (B) expectations or not applicable (NA)*

|  |  |  |
| --- | --- | --- |
| **Performance Factors** | **Rating** | **Examples and illustrations** |
| **Planning and organization**  Establishes priorities appropriately  Organizes time appropriately  Organizes work material efficiently | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |  |
| **Execution**  Accuracy, thoroughness  Meets deadlines and commitments | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |  |
| **Decision making**  Makes appropriate decisions independently and with thought | \_\_\_\_\_\_\_\_\_\_ |  |
| **Quality of work**  Work is completed with efficiency  Work is well documented  Work furthers study objectives | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |  |
| **Quantity of work**  Amount of work is appropriate | \_\_\_\_\_\_\_\_\_\_ |  |
| **Interpersonal communications**  Communication is clear and accurate  Promote the achievement of goals  Collaborative skills and attitude | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |  |
| **Job/Knowledge**  Knowledge of critical work issues  Works at a level appropriate for persons of similar experience | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |  |
| **Work habits**  Works steadily and efficiently  Works within established guidelines seeking assistance as required  Shows flexibility and willing to learn  Work ethic | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |  |

*Rate performance above (A), meets (M) or below (B) expectations or not applicable (NA)*

|  |  |  |
| --- | --- | --- |
| **Performance Factors** | **Rating** | **Examples and illustrations** |
| **Initiative**  Takes independent action when appropriate  Can estimate workload well (asks for work when needed, refuses when overloaded)  Suggests methods and procedures to improve study operation  Pursues opportunities to enhance professional development | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |  |
| **Self improvement**  Solicits guidance or resources to improve performance  Acknowledges/identifies skills to be improved  Participates in training and development activities | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |  |
| **Service to team and department** |  |  |
| **Skills**  Laboratory skills  Data collection skills  Data management skills  Writing skills  Critiquing skills  Statistical proficiency  Ability to synthesize data, literature  IRB knowledge  Teaching ability  Presentation skills  Gaining experience related to career goals  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |  |
| **Overall evaluation** |  |  |

Comments (may be continued on the back or next page):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of supervisor Signature of student

**PART 2:**

**Student Self Evaluation** Department of Human Genetics

Student name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accomplishments:

Areas of strength related to work:

Areas of improvement needed for work:

Professional development

Research project goals for the next evaluation period

Desired expectations of the GSR position:

How mentor can help me achieve my goals: