**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 improvedParticipates 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: