

College of Business and Public Administration (CBPA)
GA/ISA Coordinator Office • Jack H. Brown Hall Building, Room JB-461 • (909) 537-3400

INSTRUCTIONAL STUDENT ASSISTANT EVALUATION

ADMINISTERED EACH SEMESTER

The role of a instructional student assistant is to assist faculty with work requiring a high level of knowledge, skills, and capabilities. It's also an opportunity for them to gain new learning skills and abilities as they assist you with your work. As such, we're requesting that ISA supervisors complete a short evaluation of their ISA before the end of their appointment.

SUPERVISOR INFORMATION

Evaluation completed by: (print) _____ Date _____

Instructional Student Assistant's Name _____ Phone _____

Assignment Period: **FALL** **WINTER** **SPRING** **SUMMER**

Skills a student may have or learn during this ISA assignment include: Written Communication Skills; Work Ethic; Oral/written Communication Skills; Organization/Planning Skills; Initiative; Listening Skills; Interpersonal Skills; Computer Skills; Analytical/Quantitative Skills; Presentation Skills; Problem-Solving; Research Skills; Social media tools; Team work.

Attendance: Rate your ISA's availability to meet with you per the agreed upon work schedule; and give you updates.

Above Average *Average (acceptable w/excused absences)* *Below Average (frequently changed days; missing updates)*

Communication: Rate your instructional student assistant's proficiency in oral/written communication skills; interpersonal skills; use of social media tools (if needed).

Above average *Average* *Below Average* *Comment:* _____

Performance of assignments: Rate your instructional student assistant's attention to detail and completion of assignments using listening skills, organization/planning skills; research skills (if needed); computer skills with programs needed; initiative.

Above average *Average* *Below Average* *Comment:* _____

Overall Performance: Using the rating scale below, how well did your instructional student assistant perform overall on this ISA appointment? (with 5 = Excellent and 1 = Needs Improvement)

5 4 3 2 1

Would you rehire this instructional student assistant if the opportunity came up in the future? Yes No

If "no," please tell us the challenges you were having with your ISA so we can coach him/her to improve in this area.

Evaluator's Signature _____ Date _____

Thank you for your time in completing this evaluation! Please submit this form to Lisa Peña at lisa.pena@csusb.edu, or to JB-461.