### PEER EVALUATION FORM

**Personnel Evaluation**

Please enter the names of your team members in the first row and complete the following personnel evaluation.

**1** = Excellent, **2** = Good, **3** = Acceptable, **4** = Marginal, **5** = Unacceptable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Attributes** | 1 | **2** | **3** | **4** | **5** |
| Attended team meetings  |[ ] [ ] [ ] [ ] [ ]
| Was punctual |[ ] [ ] [ ] [ ] [ ]
| Was willing to listen to others  | [ ]  |[ ] [ ] [ ] [ ]
| Gave the project a high priority and willingly accepted responsibilities  |[ ] [ ] [ ] [ ] [ ]
| Helped to identify and clarify problems  |[ ] [ ] [ ] [ ] [ ]
| Was willing to discuss disagreement and adapt  |[ ] [ ] [ ] [ ] [ ]
| Helped to make sure that everyone understood the solution  |[ ] [ ] [ ] [ ] [ ]
| Completed assigned tasks as promised and on time  |[ ] [ ] [ ] [ ] [ ]
| Saw what had to be done and did it without prompting or pressure |[ ] [ ] [ ] [ ] [ ]

**1** = Too much (+60%), **2** = Above Average (40%-60%), **3** = Average (25%-40%), **4**= Below Average (15%-25%), **5** = Too little (less 15%)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Member net contribution | **1** | **2** | **3** | **4** | **5** |
| The most valuable contribution of each team member was…  |[ ] [ ] [ ] [ ] [ ]
| Who is the Most Valuable Player? (you can mark 0 or more) |[ ] [ ] [ ] [ ] [ ]

**Team Evaluation**

Evaluate your team’s performance on the following dimensions. Assign a score of 5 where you believe your team’s process is faulty and a score of 1 where you think your team is functioning well. [1: Highly effective - 5: Ineffective]

|  |  |  |
| --- | --- | --- |
| **Decision Making** | Collaborative | Unilateral |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1**  | **2** | **3** | **4** | **5** |

 |
| **Cooperation** | Members help others out | Members do only own work  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |

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| **Ability to handle Conflict/Differences** | Explore and solve conflicts | Avoid or ignore  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |

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| **Balance of Participation** | Balanced workload | A few do most of the work  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |

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| **Focus/On Schedule** | Focused/on schedule | Digresses/off schedule  |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |

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| **Communication** | Full, open, and spontaneous | Don't keep other members informed  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |

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| **Support** | Members give others support | People do own thing, show no appreciation  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |

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| **Team Spirit** | Members identify with their team | No team spirit |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |

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