### 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 |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | |
| **Cooperation** | Members help others out | Members do only own work |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | |
| **Ability to handle Conflict/Differences** | Explore and solve conflicts | Avoid or ignore |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | |
| **Balance of Participation** | Balanced workload | A few do most of the work |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | |
| **Focus/On Schedule** | Focused/on schedule | Digresses/off schedule |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | |
| **Communication** | Full, open, and spontaneous | Don't keep other members informed |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | |
| **Support** | Members give others support | People do own thing, show no appreciation |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | |
| **Team Spirit** | Members identify with their team | No team spirit |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | | |