Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please evaluate the following ten criteria.

1. Group Attendance: Did the member observe group attendance policies; did they attend all meetings; spend more or less time on the project?

Minimum Time 1 2 3 4 5 6 7 8 9 10 Maximum Time

1. Technical Knowledge: Did the member possess information and understanding of duties and responsibilities necessary for successful completion of the project?

Knowledge Insufficient 1 2 3 4 5 6 7 8 9 10 Knowledge Effective

1. Planning & Organization: Did the member schedule and coordinate work effectively; did they turn-in work on time?

Unable to schedule/coordinate work 1 2 3 4 5 6 7 8 9 10 Scheduled effectively

1. Decision Making & Judgment: Did the member possess the ability to analyze situations, weigh alternatives, and determine the proper course of action?

Ineffective decision making 1 2 3 4 5 6 7 8 9 10 Effective decision making

1. Productivity & Work Quality: How much work was performed; what was the quality of work performed; was the work good quality or poor?

Low productivity/quality of work 1 2 3 4 5 6 7 8 9 10 High productivity/quality

1. Effectiveness Under Stress: What was the member’s ability to handle work situations when facing time pressures and/or personal problems/opposition?

Not effective 1 2 3 4 5 6 7 8 9 10 Effective under stress

1. Communication(s): Did the member have the ability to comprehend and/or originate both written and oral material; did they effectively exchange ideas and encourage two-way communications with other group members?

Ineffective communications 1 2 3 4 5 6 7 8 9 10 Effective communications

1. Human Relations: Was the member sensitive to others needs; were they able to use personal skills effectively to achieve objectives and get ideas accepted; did they work well with others, gaining favorable attention and respect?

Does not work well 1 2 3 4 5 6 7 8 9 10 Works well with others

1. Problem Solving: Was the member able to define the problem specifically and offer workable solutions; were they able to obtain necessary information and then make timely, well-reasoned judgments?

Unable to analyze problems 1 2 3 4 5 6 7 8 9 10 Able to analyze problems

1. Leadership: Was the member effective in directing the work of others to attain group objectives; did they motivate others to perform their duties and assume responsibility for group work activities?

Ineffective motivator 1 2 3 4 5 6 7 8 9 10 Effective motivator

Perfect Score = 100

My score of my teammate =\_\_\_\_\_\_\_

**NOTE: PLEASE ADD UP NUMBERS AND ENTER TOTAL INTO THE BLANK.**