

# Team Member Evaluation

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

Enter the names of your team members below. Do not enter your name here.						
1					4	
2					5	
3					6	

**1. Put an X in the box under the member's number that best describes the way they contributed to the project.**

Members						Rate your teammate on the effort she/he put into researching and gathering background information (or data) for the project.
1	2	3	4	5	6	
						Did not collect any information/data that relates to the project.
						Collected very little information/data that related to the project.
						Collected a reasonable amount of information/data and most of it related to the project.
						Collected a great deal of information/data and all if it related to the project.

Members						Rate your teammate on how well she/he shares information with the group.
1	2	3	4	5	6	
						Did not relay any information to other teammates.
						Relayed very little information that related to the project to other teammates.
						Relayed some information and most of it related to the project.
						Relayed a great deal of information and all of it related to the project.

Members						Rate your teammate on <b>how punctual</b> she/he was in completing their assigned duties
1	2	3	4	5	6	
						Did not complete assigned duties
						Completed a few assigned duties on time but other duties were completed late or not at all
						Completed most of the assigned duties on time.
						Completed all of the assigned duties on time.

**2. Put an X in the box under the member's number that best describes the way they accepted responsibility for the project.**

Members						Rate your teammate on <b>how well</b> he/she performed their duties relating to their role in the group.
1	2	3	4	5	6	
						Did not perform any of the duties well.
						Performed very few duties well.
						Performed nearly all duties well.
						Performed all duties well.

**Continued on the Back**

Members						Rate your teammate on how well he/she shared the work load.
1	2	3	4	5	6	
						Always relied on others to do the work.
						Rarely did the assigned work – often needed reminding.
						Usually did the assigned work – rarely needed reminding.
						Always did the assigned work without having to be reminded.

Members						Rate your teammate on how well he/she attended meetings.
1	2	3	4	5	6	
						Missed most group meetings. Did not inform other group members they would be absent.
						Frequently missed group meetings and seldom informed others they would be absent.
						Attended most meetings and informed others when he/she could not attend.
						Attended all group meetings.

**3. Put an X in the box under the member's number that best describes the way they valued others' ideas.**

Members						Rate the team member on how well she/he listened to others in the group.
1	2	3	4	5	6	
						Was always talking – never allowed anyone else to speak.
						Usually did most of the talking – rarely allowed others to speak.
						Listened, but occasionally talked too much.
						Listened well and spoke without dominating the conversation.

Members						Rate the team member on how well he/she cooperates with others in the group.
1	2	3	4	5	6	
						Usually argued with teammates.
						Sometimes argued.
						Rarely argued with other team members.
						Never argued with teammates.

Members						Rate your team member on how well she/he made fair decisions.
1	2	3	4	5	6	
						Usually wanted to have things their way.
						Often sided with friends instead of considering all views.
						Usually considered all views.
						Always helped the team to reach a fair decision.