Part of your semester grade will be based on your individual performance as evaluated by you and your team members. Using your best, objective and fair professional analysis, complete the following evaluation form concerning your and your team members’ performance over the semester. For the questions below, rate yourself and your team members using this scale:

1 = poor (unacceptable performance)
2 = fair (marginally acceptable performance)
3 = average (acceptable performance)
4 = good (often exceeds acceptable performance)
5 = excellent (truly superior performance)

Your Name: _____________________________________________________________________________________________________________

Member 2 – Name: ___________________________________________________________________________________________________

Member 3 – Name: ___________________________________________________________________________________________________

Member 4 – Name: ___________________________________________________________________________________________________

Member 5 – Name: ___________________________________________________________________________________________________

1. **QUALITY of work on the project:** done correctly, clearly, completely, attention to detail, recommends innovative solutions, seeks to continually improve work

2. **QUANTITY of work on the project:** delivered on responsibilities, worked efficiently and in an organized manner

3. **Level of COMMITMENT given to the project/team:** attended all meetings, came on time, was prepared and ready to work, was dependable and reliable.

4. **Demonstration of JOB KNOWLEDGE:** understanding of project goals and tasks required to reach goals, applied appropriate knowledge and skills to accomplish tasks

5. **Ability to COOPERATE:** accepts guidance willingly, works constructively with others on the team, ‘team player’ rather than ‘lone ranger’

6. **Demonstration of JUDGMENT:** identified and analyzed problems, developed effective solutions, managed time effectively, effectively prioritized work tasks

7. **ATTITUDE toward work on the project:** positive, encourages others, seeks consensus

8. **INITIATIVE taken on the project:** proactive, does not wait to be told what to do

9. **ADAPABILITY:** ability to handle changes to job assignment, schedule, work environment

10. **COMMUNICATION skill:** clear oral and written communication

**Totals=**

**Average (divide total by 10)=**

Additional Comments (use the back if necessary):

Team member 5: Name:_____________________  Comments: _________________________________________

___________________________________________________________________________________________

Team member 4: Name:_____________________  Comments: _________________________________________

___________________________________________________________________________________________

Team member 3 Name:_____________________  Comments: _________________________________________

___________________________________________________________________________________________

Team member 2 Name:_____________________  Comments: _________________________________________

___________________________________________________________________________________________

Self – Comments: ____________________________________________________________________________

___________________________________________________________________________________________

Signature of evaluator ___________________________________________________  Date ___________________