Part of your term project 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 on the term project. 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: ________________________________________________________________________________________________

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 4: Name:_____________________  Comments: ________________________________________  _____________________________________________________________________________________________

Team member 3 Name:_____________________  Comments: ________________________________________  _____________________________________________________________________________________________

Team member 2 Name:_____________________  Comments: ________________________________________  _____________________________________________________________________________________________

Self  – Comments: ____________________________________________________________________________  _____________________________________________________________________________________________

Signature of evaluator___________________________________________________  Date _______________

BJ Furman  ME 195 team member eval 2004.doc  08/21/04