## Team Member Evaluation – INDIVIDUAL

Please duplicate and fill in this evaluation form once for every team member in your team (peer assessment) and once for yourself (self-assessment), using the scale on the next page. When you are done, add the evaluations to your folder of files to be zipped.

|  |  |
| --- | --- |
| Team Name: |  |
| Evaluated Student Name: |  |

|  |  |
| --- | --- |
| **Evaluation Result** | |
| Points awarded: | **\_\_\_\_\_\_\_\_\_\_\_** |
| Total points available: | 60 |
| Percentage | \_\_\_\_\_\_ % |
| Evaluator’s Name: |  |
| Evaluation Date: |  |

Comments

Evaluated Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Evaluation criteria | Almost always | Often | Sometimes | Rarely |
| **1. Contribution** |  |  |  |  |
| * Did fair share of the work |  |  |  |  |
| * Contributed useful ideas, suggestions and comments |  |  |  |  |
| * Was actively involved in team discussions and activities |  |  |  |  |
| **2. Problem solving and decision making** |  |  |  |  |
| * Contributed to solving team problems |  |  |  |  |
| * Helped the group reach consensus |  |  |  |  |
| * Accepted team decisions |  |  |  |  |
| **3. Facilitation** |  |  |  |  |
| * Asked for and appreciated others’ ideas |  |  |  |  |
| * Listened carefully |  |  |  |  |
| * Did not dominate discussions or interrupt |  |  |  |  |
| **4. Time Management** |  |  |  |  |
| * Met responsibilities towards team on time |  |  |  |  |
| * Attended work sessions punctually and came prepared |  |  |  |  |
| * Helped the group avoid wasting time |  |  |  |  |
| **5. Team Spirit** |  |  |  |  |
| * Treated team members respectfully |  |  |  |  |
| * Provided assistance and encouragement |  |  |  |  |
| * Fostered team spirit |  |  |  |  |
| *Count number of checked box in each column* | \_\_\_\_ | \_\_\_\_ | \_\_\_\_\_ | \_\_\_\_ |
| *Calculate the score for each column* | x 4 = \_\_\_ | x 3 = \_\_\_ | x 2= \_\_\_ | x 1= \_\_\_ |
| *Add all the scores together* | \_\_\_\_ / 60 | | | |
| *Calculate the percentage* | \_\_\_\_\_ % | | | |