

Communication Evaluation Form

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Team: IT1B

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Instructions

- 1 = Needs Significant Improvement
- 2 = Below Average
- 3 = Meets Expectations
- 4 = Above Average
- 5 = Excellent

		Demonstrated:	Remarks / Illustration
		Yes_No	
Verbal Communication			
1. Clarity and Articulation		X 0 0 0	4
2. Active Listening		0 X 0 0	4
3. Tone and Professionalism		0 X 0 0	3
Written Communication			
0 Email Communication		X 0 0 0	5
1 Documentation and Reports		0 X 0 0	3
2 Grammar and Writing Mechanics		0 X 0 0	4
Interpersonal Communication			
0 Collaboration and Teamwork		X 0 0 0	5
1 Conflict Resolution		X 0 0 0	5
2 Empathy and Emotional Intelligence		X 0 0 0	5
3 Listens to what others has to say		0 X 0 0	4
4 Presentation and Meeting Skills		0 X 0 0	4
5 Meeting Participation		X 0 0 0	5
6 Moderation and Guidance skill		X 0 0 0	4
Feedback and Adaptability			
0 Giving Constructive Feedback		X 0 0 0	5
1 Receiving and Acting on Feedback		X 0 0 0	5
2 Adaptability in Communication Style		0 X 0 0	4