**Team Leader evaluation**

Instructions: You have four criteria to evaluate on a 5 range scale, where 1 means that this criterion isn’t met at all, 3 is average and 5 means that the criterion is fulfilled completely. To understand the meaning of each criterion read the guiding questions about it in *italic.* Decide what grade to give for each criterion write it down in column “Evaluation” and give an argument for it in column “Remarks”.

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| Criteria | Evaluation | Remarks |
| Engagement to the team *Do the person take the problems of the team as his own, does s/he think of a solution along with all members, does s/he spend extra time working for the team when necessary?* | 5 | The Team Leader helped with team decisions on team meetings. S/he stayed with the other team members after lectures to resolve problems together. |
| 1 – Week 2 – Below Average 3 – Average 4 – Above Average 5 – Superior | | |
| Responsibility  *Does the person take the abilities of each member in mind when taking tasks? Does s/he give enough freedom to all members of the team? Does s/he decide important things with the team?* | 5 | S/he gave us enough freedom to choose assignments on our own, of course discussed with the whole team. Team leader was helping in important decisions |
| 1 – Week 2 – Below Average 3 – Average 4 – Above Average 5 – Superior | | |
| Proactivity  *Does the person initiate events like meetings, discussions? Does s/he give new ideas or opinion on things done by the team? Does s/he suggest better work distribution, etc.* | 4 | Sometimes the meetings are initiated by one of the team members and sometimes by team leader. Everyone including team leader gave new ideas or opinion on things done by the team. |
| 1 – Week 2 – Below Average 3 – Average 4 – Above Average 5 – Superior | | |
| Organizational Skills  *Does the person suggest reasonable work distribution and timeframes? Does s/he give clear goals to be accomplished for a certain period? Does s/he take in mind team’s suggestions according to work distribution for a certain period of time?* | 5 | S/he gave good work distribution and timeframes and gave clear goals to be accomplished for the certain period. S/he took in mind team’s suggestions according to work distribution. |
| 1 – Week 2 – Below Average 3 – Average 4 – Above Average 5 – Superior | | |

**Format in student system:**

Team Member evaluates Team Lead;

Engagement to the team – evaluation: 5/5, The Team Leader helped with team decisions on team meetings. S/he stayed with the other team members after lectures to resolve problems together;

Responsibility – evaluation: 5/5, s/he gave us enough freedom to choose assignments on our own, of course discussed with the whole team. Team leader was helping in important decisions;

Proactivity – evaluation: 5/5, Some meetings and discussions were initiated by the team leader and some by team members. S/he gave us really good starting point on our team work.

Organizational Skills – evaluation: 5/5, s/he gave good work distribution and timeframes and gave clear goals to be accomplished for the certain period. S/he took in mind team’s suggestions according to work distribution;

Another comment (optional);