**Peer Review**

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| **Team Member**  **Conducting Review** |  |
| **Team Member**  **Being Reviewed** |  |

This team evaluation consists of seven performance dimensions, defined below. For each element of the seven dimensions, you will be asked to give a score between 1 and 10. A score of 1 indicates only 10% performance on the element (extremely poor), while a score of 10 indicates 100% performance on the element (excellent). The scores you give will be combined with those of other team members to provide a Team Profile Score for a member.

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| **Quality of Work** |

1. Meetings - made relevant comments; suggested new ideas; asked others for their views; provided reasons for ideas

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1. Decisions - could interpret and analyze issues; could diagnose the problems; could offer strategic approaches and suggest what to do

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1. Project deliverables – content met all project requirements; work reflected professional standards

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1. Team performance – noticeably affected decision-making that improved key deliverables

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| **Quantity of Work** |

1. Meetings – offered a fair share of relevant ideas; took a fair share of responsibility to make sure all members’ views were heard and the team accomplished the project

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1. Decisions – offered a fair share of proposals for decisions

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1. Project deliverables – completed a fair share of project deliverables

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| **Promptness of Work** |

1. Meetings – arrived on time and stayed for the entire meeting

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1. Project deliverables -- completed assignments on time

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| **Reliability** |

1. Meetings – attended all class and outside meetings; informed team if absence was necessary

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1. Communication between meetings – responded to email and phone calls

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1. Project deliverables -- could be relied on to help solve problems; consistent follow through

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| **Preparation** |

1. Meetings – read all relevant material prior to meeting; brought project materials to meetings

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1. Decisions – familiar with latest results and ready to offer relevant input on decisions

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1. Energy – displayed enthusiasm for the project, a positive mood, and appropriate humor

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| **Team Functioning** |

1. Organization – helped to organize team functioning and accomplishment of decisions and project deliverables

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1. Cohesion – helped to build a sense of connection in the team; offered support and encouragement to other members; applauded successes

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1. Leadership – took initiative in moving the team to take the next step; fostered solutions during team conflicts; kept the team on track during meetings; helped other members as needed

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| **Overall Evaluation** |

1. I would welcome the opportunity to work with this member in another project team. I would recommend this person to anyone seeking a high performing team member.

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