**Teamwork Peer Assessment**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The ratings are: **A** –Always, **U** –Usually, **S** –Sometimes, **R** –Rarely, **N** –Never

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Meetings** | **A** | **U** | **S** | **R** | **N** | |
| He/She arrived on time for meetings |  |  |  |  |  | |
| He/She showed a cooperative attitude during meetings |  |  |  |  |  | |
| He/She was prepared for meetings |  |  |  |  |  | |
| He/She made meaningful contributions at meetings |  |  |  |  |  | |
| He/She wasted time with irrelevant conversation |  |  |  |  |  | |
| He/She identified and raised important issues |  |  |  |  |  | |
| He/She was inattentive at meetings |  |  |  |  |  | |
| He/She listened to others at meetings |  |  |  |  |  | |
| He/She brought my individual work to the meetings |  |  |  |  |  | |
| He/She gave suggestions about other people’s work at the meetings |  |  |  |  |  | |
| **Work Habits** |  |  |  |  |  | |
| He/She used time effectively |  |  |  |  |  | |
| He/She cooperated with team members |  |  |  |  |  | |
| He/She was willing to share information with team members |  |  |  |  |  | |
| He/She spent time working with other team members on their tasks |  |  |  |  |  | |
| He/She was willing to train team members |  |  |  |  |  | |
| He/She showed initiative by doing library or internet research |  |  |  |  |  | |
| He/She undertook tasks that required significant research |  |  |  |  |  | |
| He/She was able to complete individual subtasks with little or no assistance |  |  |  |  |  | |
| He/She’s individual subtasks were fully completed |  |  |  |  |  | |
| He/She’s individual subtasks were completed on time |  |  |  |  |  | |
| He/She’s individual subtasks were of a high quality |  |  |  |  |  | |
| He/She reviewed design documents |  |  |  |  |  | |
| He/She tested software developed by other team members |  |  |  |  |  | |
| **Comments** | | | | | |
| *Describe one of the highlights of your team member’s performance.* | | | | | |
| *Identify one area where your team member could improve.* | | | | | |