Team Evaluation Form

Please assess yourself and your teammates on the following behaviors that have been reported as critical for the successful completion of projects. Read each statement carefully, and circle the number that indicates the extent to which the person has demonstrated this behavior. Use the following scale:

5=perfection (100%) 4=almost always (95-99%) 3=frequently (85-94%) 2=sometimes (75-84%) 1= seldom (65-74%) 0= almost never (0-64%)

Write Names In Alphabetical Order (by LAST name) (* by your own name)						
Behaviors	**Place a 1-5 score in each box**					
Arrives promptly to group meetings						
Attends group meetings						
Completes assigned work on time						
Is fully prepared for each group meeting						
Notifies in advance of late/missed meetings						
Subtotal						
Teamwork						
Participates in group discussions						
Offers ideas/suggestions						
Is open to criticism/questioning						
Acknowledges expertise of others						
Does not dominate group discussions						
Willing to give and take; flexible						
Listens attentively to others						
Follows through on promises/deliverables						
Subtotal						

Leadership	Place a 1-5 score in each box					
Solicits divergent opinions from others						
Shares leadership with other members						
Suggests important issues for discussion						
Keeps discussion focused on key issues						
Does not wait for assignments from others						
Helps others when own work is finished						
Pulls project together						
Subtotal						
Technical Competency						
Can explain own work to others						
Corrects own technical problems						
Conducts research as needed						
Accurately generates statistical data						
Participates in "number crunching"						
Subtotal						
Work Product						
Writes in agreed upon style						
Submitted work is complete						
Written work is professional						
Oral presentation is well rehearsed						
Output consistent with expectations						
Subtotal						
OVERALL EVALUATION						
Grade you would assign for project contribution (4.0, 3.3, 2.7 etc.)						
Grade you believe they would assign you						
Would you work with him/her again? Y/N						
Relative contribution to projects (divide 100 points BETWEEN all your group members – total points allocated = 100)						
NAMES						