**Team Member Evaluation**

Five hypothetical teammates are described below. As a team, rate them according to the criteria in the table 1 on the following page. Determine if your team has the same criteria and values regarding what makes a good teammate, and if you agree that the criteria in the table are good ones to use to rate teammates.

**Pat** Struggling to maintain a C in the course. Often asks for explanations during the team sessions, offers ideas when able, always showed up for meetings, and prepares beforehand to the best of ability. Is friendly and generally willing to take on tasks.

**Chris** Missed a number of meetings with no excuse, and when showing up, had almost always not looked at the assignment. Contributed very little during the meetings. Was late to one meeting because he claimed no one sent the meeting time. Missed a meeting because the alarm clock didn’t go off. Didn’t bring that week’s work because he figured Terry would want to redo it anyway.

**Terry** Very bright, usually first to figure out solutions to difficult problems, and not particularly cooperative. Tends to just work out the solutions individually and discourage attempts of others to contribute. Reluctant to spend time explaining things to others and particularly impatient with Pat’s questions. Doesn’t like to explain “obvious” things.

**Robin** Not as bright as Terry but super-responsible; spent a lot of time giving one-to-one help to Pat and (early in the semester before finally getting fed up) to Chris, even doing some of Chris’s tasks. Always on time for meetings, and often volunteers to call and remind everyone (especially Chris) when the next meeting is.

**Tai** Very quiet and shy; hard to get Tai to speak up, but almost always has interesting and unusual ideas (thinks outside the box), and gets consistently high grades. Sometimes verbal communication is a bit challenging because English is not Tai’s first language. Sometimes these challenges cause Tai to disengage from the team, and occasionally not show up for meetings. Due to studying ESL, Tai has an excellent grasp of English grammar (better than most native speakers) and communicates more comfortably in written form than verbally.

Questions

1. Based on the above descriptions, use the Team Evaluation Table on the following page to rate them.

2. As a group, discuss some of the positive and negative team dynamics you see happening in this group.

* What kinds of problems are evident?
* What solutions do you think might help the team function more effectively?

3. Which of the above team members would you most like to work with? Why?

4. Do the “scores” on the evaluation chart reflect your preferences in question 3? Why or Why not?

5. Would you recommend any changes to the evaluation chart based on this?

Rate the 4 teammates using the 0-5 point scale, and place the numbers in the table below:

* 0 = not at all
* 1 = more often no than yes
* 2 = half of the time
* 3 = more often yes than no
* 4 = often
* 5 = always

**Table 1. Team Member Evaluation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | Pat | Chris | Terry | Robin | Tai |
| Regularly attends  meetings |  |  |  |  |  |
| Is prepared at meetings |  |  |  |  |  |
| Meets deadlines |  |  |  |  |  |
| Contributes good  ideas in meetings |  |  |  |  |  |
| Discusses ideas  Respectfully/diplomatically |  |  |  |  |  |
| Submits goodwork |  |  |  |  |  |
| Contributes an equitable  amount of work |  |  |  |  |  |
| Helps to reduce  conflict |  |  |  |  |  |
| **TOTAL POINTS** |  |  |  |  |  |

*Adapted from*: Mike Markel, *Technical Communication: Situations and Strategies,* 5th ed., 1998.