

We thank you for your time spent taking this survey.  
Your response has been recorded.

Below is a summary of your responses

[Download PDF](#)

This survey requires a password.

....

Instructions for using this form to create a peer review feedback report.

Step 1: Write the name of your teammate.

Step 2: Rate that teammate in each of the five categories.

Step 3: Add comments, if needed, in each of the five categories.

Step 4: Sign your name.

Step 5: Collect the PDF report.

Step 6: Send the PDF report via email to the teammate you evaluated.

This review and critique is for (name of teammate goes here):

Claire Swanson

#### Feedback on INDIVIDUAL WORK CONTRIBUTIONS

- ☒ EXCEEDS EXPECTATIONS: Does more or higher-quality work than expected. Makes important contributions that improve the team's work. Helps teammates who are having difficulty completing their work.
- ☐ MEETS EXPECTATIONS: Completes fair share of team's work with acceptable quality. Keeps commitments and completes assignments on time. Helps teammates who are having difficulty when it is easy or important.
- ☐ NEEDS IMPROVEMENT: Does not do a fair share of the team's work. Delivers sloppy or incomplete work. Misses deadlines. Is late, unprepared, or absent for team meetings. Does not assist teammates. Quits if the work becomes difficult.

Written feedback on INDIVIDUAL WORK CONTRIBUTIONS:

Claire does great work and always gets things done on time. Their contributions are excellent and is always making sure to help the team move forward.

## Feedback on FACILITATING TEAM COHESION

---

- ☐ EXCEEDS EXPECTATIONS: Asks for and shows an interest in teammates' ideas and contributions. Makes sure teammates stay informed and understand each other. Provides encouragement or enthusiasm to the team.
- ☐ MEETS EXPECTATIONS: Listens to teammates and respects their contributions. Communicates clearly. Shares information with teammates. Participates fully in team activities.
- ☐ NEEDS IMPROVEMENT: Interrupts, ignores, bosses or makes fun of teammates. Takes actions that affect teammates without their input. Does not share information. Complains, makes excuses, or does not interact with teammates.

## Written feedback on FACILITATING TEAM COHESION:

---

Claire make sure to listen to everyone on the team and give their thoughts on ideas.

## Feedback on PROJECT MANAGEMENT AND CONFLICT RESOLUTION

---

- ☐ EXCEEDS EXPECTATIONS: Watches conditions affecting the team and monitors the team's progress. es sure that teammates are making appropriate progress. Gives teammates specific, timely, and constructive feedback.
- ☐ MEETS EXPECTATIONS: Notices changes that influence the team's success. Knows what everyone on the team should be doing and notices problems. Alerts teammates or suggests solutions when the team's success is threatened.
- ☐ NEEDS IMPROVEMENT: Is unaware of whether the team is meeting its goals. Does not pay attention to teammates' progress. Avoids discussing team problems, even when they're obvious.

## Written feedback on PROJECT MANAGEMENT AND CONFLICT RESOLUTION:

---

Claire makes sure that the team is doing well and makes sure that she knows what everyone is supposed to be doing.

## Feedback on LEADERSHIP AND CONSCIENTIOUSNESS

- EXCEEDS EXPECTATIONS: Motivates the team to do excellent work. Cares that the team does outstanding work, even without the promise of reward.
- MEETS EXPECTATIONS: Encourages the team to do good work that meets all the requirements. Wants the team to perform well enough to earn all available rewards.
- NEEDS IMPROVEMENT: Satisfied even if the team does not meet assigned standards. Wants the team to avoid work, even if it hurts them.

Written feedback on LEADERSHIP AND CONSCIENTIOUSNESS:

Claire's work is excellent! Claire always is looking for great solutions to problems and looks into creative ways to address problems.

## Feedback on TECHNICAL ABILITY

- **EXCEEDS EXPECTATIONS:** Demonstrates the knowledge, skills, and abilities to do excellent work. Acquires new knowledge or skills to improve the team's performance.
- **MEETS EXPECTATIONS:** Demonstrates sufficient knowledge, skills, and abilities to contribute to the team's work. Acquires knowledge or skills as needed to meet requirements.
- **NEEDS IMPROVEMENT:** Missing basic qualifications needed to be a member of the team. Unable or unwilling to develop knowledge or skills to contribute to the team. Unable to perform any of the duties of other team members.

Written feedback on TECHNICAL ABILITY:

Claire makes sure to look into additional technologies that can help make our project even better.

Please assign points to this person for the work on your team on a scale of 0-10.

1 = needs improvement

5 = meets expectations

10 = exceeds expectations

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

Overall score for teamwork



Put your name, as the reviewer, here:

---

Joshua Nowlen Webb