

# Peer Review User Manual

Step-by-step guide to using the Peer Review system

**Completed Surveys**

Group	Name	Rubric #													
		1	2	3	4	5	6	7	8	9	10	11	12	13	
I PRO999	Mark Malanowski	5	4	5	Communicates Clearly									5	5
I PRO999	Christopher Lam	5	5	5	Makes sure his/her message is communicated to others									4	5

**Section 2: Written Comments**

**Instructions:** Use this section to provide additional comments or insights that may help this person understand how to effectively use his or her strengths and to address specific development needs. Your written comments will be presented anonymously as part of the individual's report.

Guidelines for completing this section:

- Do not enter any names
- Be specific in your feedback, reference actual behavior when appropriate
- Offer constructive feedback by sharing information that the person would profit from knowing (i.e., things that would enhance his/her leadership effectiveness)

Additional comments, if any:

**I PRO** It takes a team  
INTERPROFESSIONAL  
PROJECTS PROGRAM

**Peer Review**

Username:

Password:

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**Section 1: Competency Rating**

*How effective is the person at demonstrating each of the following behaviors?*

**Teamwork Skills:**  
1 = Rarely meets objective, 2 = Occasionally meets objective, 3 = Sometimes meets objective, 4 = Often meets objective, 5 = Always meets objective

1. Attends Meetings. Regularly attends and is prepared for team meetings	1	2	3	4	5
2. Defines Tasks. Identifies the problem and breaks it into manageable parts	1	2	3	4	5
3. Communicates Clearly. Makes sure his/her message is communicated to others	1	2	3	4	5
4. Inspires a Vision. Inspires a compelling shared vision among the team	1	2	3	4	5
5. Seeks Alternatives. Identifies alternative solutions when making decisions	1	2	3	4	5

**Project Management Skills:**  
1 = Rarely meets objective, 2 = Occasionally meets objective, 3 = Sometimes meets objective, 4 = Often meets objective, 5 = Always meets objective

6. Sets Realistic Goals. Breaks a larger task into components so that individual team members can accomplish them in a reasonable time period	1	2	3	4	5
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**My Surveys**  
[View All](#)

Group	Name	Status	Action
I PRO999	Mark Malanowski	Complete	<input type="button" value="Edit"/>
I PRO999	Christopher Lam	Incomplete	<input type="button" value="Take Survey"/>
I PRO999	Test Person (Self-Assessment)	Incomplete	<input type="button" value="Take Survey"/>

# INTRODUCTION

Our goal with the Peer Review system is to reduce the amount of time that comes with paperwork and processing with the current version of the peer review. Also, we seek to create a convenient and fast review process for participants. If you encounter a problem not covered in this manual, please feel free to e-mail the IPRO administrator at [iproadmin@iit.edu](mailto:iproadmin@iit.edu)

## LOGGING IN

You can find the Peer Review System at: <http://sloth.iit.edu/~iproadmin/peerreview>



Your login username and password are the same as for iGroups. If you haven't changed your password in iGroups, this login information will also match your IIT email account. After logging in, you will see your status page, which lists all the surveys (peer reviews) you are expected to complete.

## TAKING SURVEYS

1. Click the "Take Survey" button corresponding to the person you wish to review

Group	Name	Status	Action
IPRO999	Mark Malanowski	Incomplete	Take Survey
IPRO999	Christopher Lam	Incomplete	Take Survey
IPRO999	Test Person (Self-Assessment)	Incomplete	Take Survey

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2. Complete Section 1: Competency Rating. Answer the question “***How effective is the person at demonstrating each of the following behaviors?***” by checking one radio button next to each of the 20 characteristics listed on a scale from 1-5, according to the following criteria:

- Rarely meets objective
- Occasionally meets objective
- Sometimes meets objective
- Often meets objective
- Always meets objective

**Section 1: Competency Rating**  
*How effective is the person at demonstrating each of the following behaviors?*

**Teamwork Skills**  
 1 = Rarely meets objective, 2 = Occasionally meets objective, 3 = Sometimes meets objective, 4 = Often meets objective, 5 = Always meets objective

1. Attends Meetings. Regularly attends and is prepared for team meetings	1	2	3	4	5
2. Defines Tasks. Identifies the problem and breaks it into manageable parts	1	2	3	4	5
3. Communicates Clearly. Makes sure his/her message is communicated to others	1	2	3	4	5
4. Inspires a Vision. Inspires a compelling shared vision among the team	1	2	3	4	5
5. Seeks Alternatives. Identifies alternative solutions when making decisions	1	2	3	4	5

**Project Management Skills**  
 1 = Rarely meets objective, 2 = Occasionally meets objective, 3 = Sometimes meets objective, 4 = Often meets objective, 5 = Always meets objective

6. Sets Realistic Goals. Breaks a larger task into components so that individual team members can accomplish them in a reasonable time period	1	2	3	4	5
7. Listens to Others. Listens to the concerns of team members	1	2	3	4	5
8. Makes Commitment. Demonstrates a strong commitment to a course of action	1	2	3	4	5
9. Takes Responsibility. Demonstrates personal responsibility for team outcomes	1	2	3	4	5

**Communications Skills and Ethical Behavior**  
 1 = Rarely meets objective, 2 = Occasionally meets objective, 3 = Sometimes meets objective, 4 = Often meets objective, 5 = Always meets objective

10. Listens to Others. Listens to the concerns of team members	1	2	3	4	5
11. Makes Commitment. Demonstrates a strong commitment to a course of action	1	2	3	4	5
12. Takes Responsibility. Demonstrates personal responsibility for team outcomes	1	2	3	4	5

3. (Optional) Complete Section 2: Written Comments. If you think it is necessary, provide written comments for the person you are reviewing. Although this section is optional, it is highly encouraged. Your written comments will be presented anonymously to the individual you are reviewing. Follow the guidelines below when completing this section:

- Do not enter any names
- Be specific in your feedback, reference actual behavior when appropriate
- Offer constructive feedback by sharing information that the person would profit from knowing (i.e., things that would enhance his/her leadership effectiveness)

4. Click the "Submit Survey" button at the bottom. If you missed a question, you will have to go back and make sure you answer *all* questions of Section 1 before the survey will be considered as complete (don't worry, your answers will be saved).

## EDITING SURVEYS

Once you complete a survey, you will be able to view your responses and edit them until the deadline specified by your instructor.

1. Click on "My Status" link on the left navigation bar to see the survey table
2. Click on "Edit", next to the name for which you would like to change your answers

The screenshot shows the IPRO Peer Review System interface. On the left is a navigation bar with links like 'My Status', 'Return to IPRO', 'Need Help?', 'Email Administrator', and 'Logout'. The main content area is titled 'My Peer Review Status' and includes a message about completing surveys. A 'My Surveys' table is displayed, which is expanded into a larger view on the right.

My Surveys			
<a href="#">View All</a>			
Group	Name	Status	Action
IPRO999	Mark Malanowski	Complete	<a href="#">Edit</a>
IPRO999	Christopher Lam	Complete	<a href="#">Edit</a>
IPRO999	Test Person (Self-Assessment)	Incomplete	<a href="#">Take Survey</a>

3. Follow the instructions for taking a survey, explained before this section

## COMPARING PEER REVIEWS

You can view all of your responses from the completed surveys at once by clicking on "View All" on your status page. This provides a table so that you can compare your ratings across the whole team. To view the description of each question, roll over the numbers on the row located under Rubric #.

The screenshot shows the 'Completed Surveys' table, which is expanded from the 'My Surveys' table. It displays ratings for two users across 20 rubric items. A tooltip is shown for rubric item 10, which describes the task 'Creates and Monitors Milestones'.

Completed Surveys																						
Group	Name	Rubric #																				OVR
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
IPRO999	Mark Malanowski	5	4	5	3	5	5	Creates and Monitors Milestones										5	5	3	5	90
IPRO999	Christopher Lam	5	5	5	3	4	4	Defines intermediate deadlines that need to be completed during the project and monitors task completion										4	5	3	5	87

## SAMPLE INDIVIDUAL REPORT

Sample One - IPRO 101  
Individual Report

	1	2	3	4
	Your Avg Score	Group Avg	Group High	Group Low
Demonstrates Teamwork Skills [Rate each item from 1-5: 5=high; 1=low]				
1. Attends Meetings	3.7	3.2	5	1
2. Defines Tasks	3.6	3.2	5	1
3. Communicates Clearly	4.1	3.4	5	2
4. Inspires a Vision	4	3.3	5	1
5. Seeks Alternatives	3.7	3.3	5	1
Demonstrates Project Management Skills [Rate each item from 1-5: 5=high; 1=low]				
6. Sets Realistic Goals	3.7	3.4	5	2
7. Listens to Others	3.7	3.1	5	1
8. Makes Commitment	3.9	3.3	5	1
9. Takes Responsibility	4.1	3.3	5	1
Exhibits Communication Skills and Ethical Behavior [Rate each item from 1-5: 5=high; 1=low]				
10. Assigns Tasks	4.4	3.4	5	1
11. Resolves Conflicts	3.7	3.2	5	1
12. Establishes Rapport	3.7	3.2	5	1
13. Shares Responsibility	3.3	3.1	5	2
14. Creates and Monitors Milestones	3.9	3.2	5	1
15. Maintains Confidences	3.9	3.2	5	1
Demonstrates Leadership Effectiveness [Rate each item from 1-5: 5=high; 1=low]				
16. Seeks Input	4	3.2	5	2
17. Recognizes Others	3.7	3	5	1
18. Rejects Bias in Decisions and Work	3.6	3.3	5	1
19. Influences Others	3.9	3.3	5	1
20. Completes Work Assignments on Time	4	3.2	5	1
Avg Rank by Peers	2.4286			
Overall	76.6	64.8	84.4	50.9

← Terms Explained

- 1 Your Avg Score:**  
average score for each rubric based on the reviews from all students
- 2 Group Avg:**  
average score of the entire team for each rubric based on the reviews from all students
- 3 Group High:**  
the highest score someone from the team received for each rubric
- 4 Group Low:**  
the lowest score someone from the team received for each rubric

← Average rank based on the ranks given by all students from the team

← Overall average score based on the sum of all 20 rubrics

Comments

Needs to communicate more. ← Any comments given to this student will be displayed here

# Thank you for using the IPRO Peer Review System!