**Team Member Evaluation Form**

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of the Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**

Use this form to evaluate the other members of your group. Write the name of each group member other than yourself in one of the columns, then assign a score of 0 to 10 (0 being the lowest grade, 10 the highest) to each group member for each criterion. Then total the scores for each member. Because such group member has different strengths and weaknesses, the scores you assign will differ. On the back of this sheet, write any comments you wish to make.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Team Members** | | | |
| *Allison* | *Jeremy* | *Frank* |  |
| 1. Regularly attends meetings | 1. \_\_\_\_\_\_ | 1. \_\_\_\_\_\_ | 1. \_\_\_\_\_\_ | 1. \_\_\_\_\_\_ |
| 2. Is prepared at meetings | 2. \_\_\_\_\_\_ | 2. \_\_\_\_\_\_ | 2. \_\_\_\_\_\_ | 2. \_\_\_\_\_\_ |
| 3. Meets deadlines | 3. \_\_\_\_\_\_ | 3. \_\_\_\_\_\_ | 3. \_\_\_\_\_\_ | 3. \_\_\_\_\_\_ |
| 4. Contributes good ideas in meetings | 4. \_\_\_\_\_\_ | 4. \_\_\_\_\_\_ | 4. \_\_\_\_\_\_ | 4. \_\_\_\_\_\_ |
| 5. Contributes ideas diplomatically | 5. \_\_\_\_\_\_ | 5. \_\_\_\_\_\_ | 5. \_\_\_\_\_\_ | 5. \_\_\_\_\_\_ |
| 6. Submits high-quality work | 6. \_\_\_\_\_\_ | 6. \_\_\_\_\_\_ | 6. \_\_\_\_\_\_ | 6. \_\_\_\_\_\_ |
| 7. Listens to other members | 7. \_\_\_\_\_\_ | 7. \_\_\_\_\_\_ | 7. \_\_\_\_\_\_ | 7. \_\_\_\_\_\_ |
| 8. Shows respect for other members | 8. \_\_\_\_\_\_ | 8. \_\_\_\_\_\_ | 8. \_\_\_\_\_\_ | 8. \_\_\_\_\_\_ |
| 9. Helps to reduce conflict | 9. \_\_\_\_\_\_ | 9. \_\_\_\_\_\_ | 9. \_\_\_\_\_\_ | 9. \_\_\_\_\_\_ |
| 10. Your overall assessment of this person's contribution | 10. \_\_\_\_\_ | 10. \_\_\_\_\_ | 10. \_\_\_\_\_ | 10. \_\_\_\_\_ |
| Total Points | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |