**TEAM EVALUATION FORM**

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Group\_\_\_Class\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_

PERSONNEL EVALUATION: Please enter the names of your team members in the first row and complete the following personnel evaluation. **1** = Excellent, **2** = Good, **3** = Acceptable, **4** = Marginal, **5** = Unacceptable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of team member** | YOU |  |  |  |  |
| Attended team meetings |  |  |  |  |  |
| Was punctual |  |  |  |  |  |
| Was willing to listen to others |  |  |  |  |  |
| Gave the project a high priority and willingly accepted responsibilities |  |  |  |  |  |
| Helped to identify and clarify problems |  |  |  |  |  |
| Was willing to discuss disagreement and adapt |  |  |  |  |  |
| Helped to make sure that everyone understood the solution |  |  |  |  |  |
| Completed assigned tasks as promised and on time |  |  |  |  |  |
| Saw what had to be done and did it without prompting or pressure |  |  |  |  |  |

For assigned tasks and cooperation: **1** = Excellent (90%-100%), **2** = Good(80%-90%), **3** = Acceptable(70%-80%), **4** = Marginal(60%-70%), **5** = Unacceptable(<60%). **Note**: It can be over 100% if you carry other members’ works

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Member net contribution |  |  |  |  |  |

|  |  |
| --- | --- |
| List all works that you have done |  |