|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | **Dependability** | **Intellectual Contribution** | **Overall Contribution** | **Quality of work and amount of effort** | **Interacting with teammates** | **Having related knowledge, skills and abilities** | **Score** |
| **1** | | Almost never turned in anything ***OR*** often missed meetings | Almost never offered anything new or helpful | Very small (contributed their own individual sections only) | Does not do a fair share of the work ***AND*** delivers sloppy or incomplete work | Is defensive and refuses help, complains and makes excuses, interrupts, ignores, bosses or mocks teammates | Missing basic knowledge and skills to be an effective team member, unable or unwilling to develop knowledge or skills needed | **1** |
| **2** | | Got things done, but usually late ***OR*** sometimes missed meetings | Occasionally came up with useful ideas | Minimal (contributed to small bits of the teams work) | Does not do a fair share of the work ***OR*** delivers sloppy or incomplete work | Displays a mixture of the above and below characteristics | Displays a mixture of the above and below characteristics | **2** |
| **3** | | Usually got things done on time ***AND*** rarely missed a meeting | Often came up with useful ideas | Was an average contributor to the team | Completes a fair share of the teams work at acceptable quality | Respects and responds to feedback, communicates clearly and shares information, listens to teammates and respects them | Demonstrates sufficient knowledge, skills and abilities to contribute to the team’s work, acquires knowledge and skills needed to meet requirements | **3** |
| **4** | | Almost always got things done on time ***AND*** rarely missed a meeting | Helped shape the narrative of the work, it would not have been the same without them | Was an above average contributor to the team | Does more ***OR*** higher quality work than expected | Displays a mixture of the above and below characteristics | Displays a mixture of the above and below characteristics | **4** |
| **5** | | Always got things done on time or early ***AND*** never missed a meeting | A true leader, largely shaped the final output and story | Was a perfect contributor to the team (created content and helped edit/ improve the work of others) | Does substantially more ***OR*** much higher quality work than expected | Asks for feedback and uses it to improve, provides encouragement and enthusiasm, facilitates communication between team members, asks for and shows interest in the ideas of others | Demonstrates the knowledge, skills and abilities to do excellent work, acquires new knowledge or skills to improve the teams performance | **5** |
| **Points given for each criterion above** | | | | | | | | **Total** |
| **You** | **Ta Quang Tung** | 5 | 5 | 5 | 4 | 5 | 5 | 29 |
| **T1** | **Nguyen Quang Huy** | 5 | 5 | 5 | 4 | 5 | 5 | 29 |
| **T2** | **Nguyen Thanh Trung** | 5 | 4 | 4 | 4 | 5 | 5 | 27 |
| **T3** | **Nguyen Tran Quang Minh** | 5 | 4 | 4 | 4 | 5 | 5 | 27 |
| **T4** | **Pham Hung Manh** | 4 | 4 | 4 | 4 | 5 | 4 | 25 |

***Note: enter a score between one and five for each of the seven criterion for you and each of your team members. Then sum the total score for each person in the last column.***