**CU Senior Design Performance Evaluation Template**

Employee:

Reviewer:

Review Period (Fall or Spring):

**Review Period Overall Performance Score**

This score represents overall performance of the team member. While it should generally represent an average score from the Core Competency categories, it may deviate due to exceptional performance in a smaller number of areas. Similarly, this number does not necessarily correspond to the assigned grade in the course.

Employee-assigned Score:       (1 – 5, with 5 being the highest)

Reviewer-assigned Score:       (1 – 5, with 5 being the highest)

**Core Competencies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Exceptional:* Performance consistently exceeds expectations. | *Exceptional (5)* | *Highly Effective (4)* | *Proficient (3)* | *Inconsistent (2)* | *Unsatisfactory (1)* |
| *Highly Effective:* Performance frequently exceeds expectations. |
| *Proficient:* Performance consistently meets expectations. |
| *Inconsistent:* Performance meets some, but not all expectations. |
| *Unsatisfactory:* Performance consistently fails to meet minimum expectations, team member fails to utilize necessary skills. |
| 1. **Accountability:** Takes on equitable responsibilities and tasks, and appropriately manages time to complete assigned task   *Employee Comments*:  *Reviewer Comments*: |  |  |  |  |  |
| 1. **Technical Proficiency:** Pursues a technical role on team and demonstrates technical proficiency within role   *Employee Comments*:  *Reviewer Comments*: |  |  |  |  |  |
| 1. **Active Participation:** Engages during director/client meetings (clearly conveys personal contributions to project, provides constructive feedback, and consistently expects quality)   *Employee Comments*:  *Reviewer Comments*: |  |  |  |  |  |
| 1. **Interpersonal Skills:** Interacts effectively with others to establish and maintain smooth working relationships   *Employee Comments*:  *Reviewer Comments*: |  |  |  |  |  |
| 1. **Resource Utilization:** Uses CU and team resources effectively and under appropriate circumstances   *Employee Comments*:  *Reviewer Comments*: |  |  |  |  |  |
| 1. **Professionalism:** Exhibits professionalism and effective communication   *Employee Comments*:  *Reviewer Comments*: |  |  |  |  |  |
| 1. **Technical Communication:** Effectively communicates technical information in both oral and written forms   *Employee Comments*:  *Reviewer Comments*: |  |  |  |  |  |

**Performance Summary (to be completed by employee)**

What did you do this semester? (please put together a list of tasks that you directly contributed towards, your specific responsibilities, and what skills you utilized)

What did you learn this semester? (make a list of the technical and non-technical items that you learned over the semester, being very specific about the learning outcomes. E.g. “learned how to perform XYZ specific hand calculation when looking at XYZ” is better than “learned how to do hand calculations”).

What are 1-2 things you didn’t complete or succeed at? What happened, and what could you have done better to improve performance/outcomes? How did this impact others and the trajectory of your project?

**Personal Goals (evaluated by both Employee and Director)**

Please evaluate the team member on their personal goals for the Senior Design project.

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| **Goal #1: Role-Specific Goal** |
| Goal Description: |
| Goal Metrics: |
| Interim Goal Progress (November/December): |
| Goal Results (April): |
| **Goal #2: Individual Goal** |
| Goal Description: |
| Goal Metrics: |
| Interim Goal Progress (November/December): |
| Goal Results (April): |
| **Goal #3: Teamwork Goal** |
| Goal Description: |
| Goal Metrics: |
| Interim Goal Progress (November/December): |
| Goal Results (April): |
| **Goal #4: Technical Goal** |
| Goal Description: |
| Goal Metrics: |
| Interim Goal Progress (November/December): |
| Goal Results (April): |