

Suggestions for Peer Evaluation Rankings

Cooperation:

- Excellent:
 - frequently volunteers for assignments
 - offers to meet with others when needed
 - seeks constructive criticism and responds quickly to it
- Very Good:
 - volunteers for assignments
 - meets with others whenever asked
 - accepts all constructive criticism and tries to adapt
- Satisfactory:
 - willing to accept most assignments
 - usually willing to meet with others
 - usually responsive to constructive criticism
- Marginal:
 - accepts assignments reluctantly
 - will meet with others if pressured into it
 - takes most criticism personally and sulks
- Unsatisfactory:
 - tries to avoid assignments
 - refuses to meet with others when asked
 - hostile to criticism of any kind

Responsibility:

- Excellent:
 - completes all assignments on time or earlier
 - anticipates problems and contacts other for help ahead of time
 - shows up on time for meetings and helps others do so
- Very Good:
 - completes all assignments on time
 - asks for help when assignment may be late
 - shows up on time for all meetings
- Satisfactory:
 - completes most assignments on time
 - asks for help when deadline reached
 - usually shows up on time for meetings
- Marginal:
 - frequently late on assignments
 - reluctant to accept help to complete assignments
 - sometimes misses meetings or shows up late
- Unsatisfactory:
 - frequently fails to do assignments
 - unresponsive to offers of help from others
 - often misses meetings

Preparedness:

- Excellent:
 - always completes action items and reports status before meeting
 - always brings needed materials to meetings and reminds others to do same
 - always reads meeting agendas in advance and suggests modifications before meetings
- Very Good:
 - always completes action items before meeting
 - always brings needed materials to meetings
 - always reads agendas in advance
- Satisfactory:
 - usually completes action items before meeting
 - usually brings needed materials to meetings
 - sometimes reads agendas in advance
- Marginal:
 - occasionally forgets to do action items
 - often forgets to bring needed materials to meetings
 - usually reads agenda at meeting
- Unsatisfactory:
 - often forgets to do action items
 - never remembers to bring needed materials to meetings
 - usually ignores agenda

Supportiveness:

- Excellent:
 - frequently volunteers to lead others in decision-making
 - helps others express their point of view
 - frequently suggests compromises where appropriate
- Very Good:
 - steps up to lead group in decision-making when needed
 - listens and considers all other points of view
 - willing to suggest compromises
- Satisfactory:
 - participates in decision-making
 - listens to other points of view
 - willing to accept compromises
- Marginal:
 - sometimes inattentive or inactive in decision-making
 - sometimes resistant to other points of view
 - sometimes unwilling to accept compromises
- Unsatisfactory:
 - frequently disrupts others' attempts to make decisions
 - often hostile to other points of view
 - usually unwilling to consider compromises

Integrity:

- Excellent:
 - admits mistakes before others notice
 - proactively keeps other apprised of the status of their work
 - treats other team members with highest respect at all times
- Very Good:
 - admits mistakes freely
 - gives accurate reports on status of their work
 - respects others at all times
- Satisfactory:
 - admits mistakes when they are noticed
 - gives reports on status of their work when asked
 - respects other when they are respectful in return
- Marginal:
 - reluctant to admit mistakes even when confronted
 - sometimes misleads others about status of their work
 - occasionally disrespectful of other members of team
- Unsatisfactory:
 - refuses to admit mistakes
 - often lies or stretches the truth about status of their work
 - belittles or teases others on team