

CSSE 371
Team Member Evaluation Form

Your Name: _____ **Team:** _____

Complete the following evaluation form and turn it in by October 3rd 2007. The information you provide will be confidential and will not be revealed to your team members. *If you fail to turn this on time, you grade may be affected.*

Be sure to evaluate the performance of all your team's members (**including yourself**). The primary means of evaluation will be a numeric score from 1 to 9, with 1 meaning terrible, 5 meaning "doing just fine", and 9 meaning "going above and beyond the call of duty". The following table will help you arrive at a score. The total points awarded for the entire team **must equal 15**.

Score	Contribution
1	Made no effort or produced substandard work
2	Contribution was definitely substandard, depended on the rest of the team to complete his or her work.
3	Less than average contribution. Work was mediocre
4	Usually contributed his or her fair share. Quality of work was mixed – some good, some mediocre
5	Always contributed his or her fair share. Always produced work of good quality
6	Contribution to the team was above average. Did more than average team member or did work of superior quality.
7-9	Contribution to team was outstanding. Did more than the average team member and did work of superior quality

Table 1: Guideline for Rating Team Members

Team Member Evaluation Form

Your Name: _____ **Team:** _____

Please see the first page of the form for complete instructions. In this table, rate each member of your team on each of the individual items indicated below. Use the scale of above average (+), average (A) and below average (-).

	Your Name		Name		Name
Ability To					
Define and analyze problems					
Develop new approaches					
Communicate within the team					
Communicate outside the team					
Understand project objectives and details					
Attitude					
Desire and motivation to improve knowledge					
Delegation/Acceptance of responsibility					
Judgment					
Willingness and effectiveness in working with others					
Contribution to team morale					
Performance					
Timely completion of assigned tasks					
Planning and management of time					
Realistic forecasting					
Quality of work					
Quality of written and oral presentation					
Adherence to standards					
Attendance and participation in team meetings					
Assigned role (e.g. secretary) performance, if applicable					

Team Member Evaluation Form

Your Name: _____ Team: _____

Please see the first page of the form for complete instructions. In this table, rate each member of your team **(including yourself)** and provide comments about their performance, behavior or anything else you might want to say. Please remember to evaluate yourself. The total points awarded for the entire team **must equal 15**.

Your Name: Comments:	Score :
Name: Comments:	Score :
Name: Comments:	Score :