

**Team Member Evaluation** Date: \_\_\_\_\_ Pd. \_\_\_\_\_ Evaluator: \_\_\_\_\_ Evaluatee: \_\_\_\_\_

CATEGORY	Exemplary	Valuable/Proficient	Inconsistent	Dead Weight
<b>Focus &amp; Participation</b>	Consistently focuses on given tasks and analyzes and evaluates WBS. Self-directed and disciplined.	Focuses on given tasks most of the time. Other group members can count on this person.	Focuses on given tasks some of the time. Must often be reminded to stay on task.	Rarely focuses on given tasks; relies on others to carry his or her load.
	A true team member whose efforts contribute directly to the success of the team; leads, encourages, and supports the efforts of others.	A strong group member whose efforts contribute to the success of the team.	Sometimes a satisfactory group member who does what is required but not beyond.	Sometimes chooses not to participate; does not complete assigned tasks.
<b>Dependability &amp; Shared Responsibility</b>	Consistently punctual for group meetings; submits all work on time.	Usually punctual for group meetings; submits most work on time.	Sometimes late for group meetings, frequently submits work after the deadline.	Late for all or most group meetings; misses most/all deadlines.
	Follows through on assigned tasks; takes responsibilities seriously; often assists others.	Follows through on most assigned tasks.	Does not follow through on most assigned tasks; often relies on others to do the work.	Seldom or never follows through on assigned tasks; relies on others to do all of the work.
<b>Group Communication</b>	Respectfully listens, interacts, discusses and poses questions to all members of the team during discussions and helps direct the group in reaching consensus.	Respectfully listens, interacts, discusses and poses questions to others during discussions.	Has some difficulty respectfully listening and discussing; tends to dominate discussions.	Has great difficulty listening, argues with teammates, and is unwilling to consider other opinions. Impedes group from reaching consensus.
<b>Research &amp; Information-Sharing</b>	Routinely gathers research and shares useful ideas. Defends/ rethinks ideas relating to the group's goals.	Usually provides useful research and ideas when participating in the group discussion.	Sometimes provides useful research and ideas when participating in the group discussion.	Rarely provides useful research or ideas when participating in the group discussion.

CATEGORY	Exemplary	Valuable/Proficient	Inconsistent	Dead Weight
<b>Problem-Solving</b>	Actively looks for and suggests solutions to problems.	Refines solutions suggested by others.	Does not suggest or refine solutions, but is willing to try out others' solutions.	Does not try to solve problems or help others solve problems.
<b>Esprit de Corps</b> <i>Etymology: French, lit., spirit of a body (of persons)</i>  : the common spirit existing in the members of a group and inspiring enthusiasm, devotion, and strong regard for the honor of the group  : sense of shared pride	Consistently makes necessary compromises to accomplish a common goal and keep the group working well together.	Usually makes necessary compromises to accomplish a common goal; helps keep the group working well together.	Occasionally makes compromises to accomplish a common goal.	Rarely makes compromises to accomplish a common goal and has difficulty getting along with other group members.
	Always has a positive attitude about the task(s) and the work of others.	Usually has a positive attitude about the task(s) and the work of others.	Occasionally is publicly critical of the task(s) or the work of other members of the group.	Is often negative and publicly critical of the task(s) or the work of other members of the group.
	Helped lead group members to synergize individual contributions to create a successful team project; led by own example and work ethic; valued a shared vision	Assisted group in the finished project; good work ethic; valued a shared vision	Finished individual task but did not assist group during the project.	Contributed little to the group effort during the project.
<b>Overall Performance Rating</b>	Performed all duties of assigned team role and contributed knowledge, opinions, and skills to share with the team. Always did the assigned work.	Performed nearly all duties of assigned team role and contributed knowledge, opinions, and skills to share with the team. Completed most of the assigned work.	Performed a few duties of assigned team role and contributed a small amount of knowledge, opinions, and skills to share with the team. Completed some of the assigned work.	Did not perform any duties of assigned team role and did not contribute knowledge, opinions or skills to share with the team. Relied on others to do the work.

**Specific Comments:**