Confidential Evaluation of Team Member's Performance

Listed below are a number of dimensions of project/team performance. Complete an evaluation on **yourself** and **each** one of your **team members**. Ratings are based upon the scale provided for each area. The score for each person should total between 0 and 50.

<table>
<thead>
<tr>
<th>Team members’ names</th>
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<tbody>
<tr>
<td>Self...</td>
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- **Effort and Participation** - Initiative demonstrated, perseverance and time expanded, willingness to contribute. (0-5)
- **Advance Preparation** - Prepared for team meetings or contacts with others. (0-5)
- **Communications** - Ability to make thoughts and plans understood and to understand others. (0-5)
- **Cooperation** - Willingness to understand other individuals’ areas of concern and work outside own area of responsibilities. (0-5)
- **Dependability** - The degree to which each member could be depended upon for needed action. (0-5)
- **Attendance** - Members’ attendance of discussion sessions, planning meetings, etc. (0-5)
- **Enthusiasm** - The measure of interest, fervor, and/or zeal shown for the work to be accomplished. (0-5)
- **Quality of Contributions** - The quality of each member’s portion of the project including ideas. (0-5)
- **Timeliness** - The degree to which each member met deadlines agreed to by the team. (0-5)
- **Citizenship** - Helps others, accepts tasks without a fuss, promotes a positive team climate, no complaining. (0-5)
- **TOTAL PERFORMANCE** - (0-50)

**Additional Comments:**

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