**Evaluation of Team Members’ Performance**

Now is the time for you to *individually* provide feedback on the performance of team members, including yourself.

You have a total of 20 points to divide any way you like among the members of your team. For example, if your team has four members and you give everyone 5 points, this means that you think everyone worked equally hard on the team assignments.

On the other hand, if there are four members of your team and you feel that two members did most of the work and the other two did just a little, you might give the two that worked hard 6 points each and the other two only 4 points each. You can even give members 6.5 or other fractions of points as long as the points sum exactly to 20.

It is important to be very honest. Here are some examples of things you might consider when assigning points **(remember, more points = better performance)**.

* Attendance and timeliness
* Preparation for class/keeping up with material
* Contributions to team discussion
* Performance of the roles (leader, reminder, checker, recorder)
* Willingness to ask questions
* Inclusion of all team members
* Helping other team members
* General sharing of workload

When you give yourself and team members a score, be sure to give reasons for this score. Scores without any reasons will not be considered. Remember the sum total of all the points you give out **must be exactly 20, no more no less**.

No one will read your form except me. Please do not discuss your responses with any other people!

Part of your grade for the course is based on this feedback, along with my observations of your participation on class. (This is the “Member Feedback” portion of your grade).

When you have completed the form on the next page, send it back to me electronically with your name in the title of the form, i.e. Smith\_team\_evaluation.

**Please return by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Your** name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score:\_\_\_\_\_\_\_\_\_\_\_\_\_  Reasons: |
| Team member name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reasons: |
| Team member name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reasons: |
| Team member name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reasons: |