

CSC301 Team Member Evaluation Form

The following evaluation of your team member is a tool to help improve your experience with group work. Its purpose is to determine those who have been active and cooperative members of the team, as well as to identify those who did not participate. Use the guidelines below to evaluate your teammate.

Your Name: _____ SN: _____

Teammate's Name: _____ Team: _____

Assignment: _____ Date: _____

- 1- never 2 – rarely 3 – sometimes 4 – usually 5 – always

Circle your responses:

- | | | | | | |
|--|---|---|---|---|---|
| • My teammate attends team meetings. | 1 | 2 | 3 | 4 | 5 |
| • My teammate makes a serious effort to prepare for team meetings. | 1 | 2 | 3 | 4 | 5 |
| • My teammate makes a serious effort to fulfill his/her responsibilities on assignments. | 1 | 2 | 3 | 4 | 5 |
| • My teammate makes contributions in group meetings. | 1 | 2 | 3 | 4 | 5 |
| • My teammate listens to his/her teammates' ideas and opinions respectfully and gives them careful consideration | 1 | 2 | 3 | 4 | 5 |
| • My teammate cooperates with the group effort. | 1 | 2 | 3 | 4 | 5 |
| • My teammate attends tutorials. | 1 | 2 | 3 | 4 | 5 |
| • My teammate attends lectures. | 1 | 2 | 3 | 4 | 5 |

Based on your responses to the questions above, assign an overall rating of your teammate based on the following scale:

Excellent	Consistently carried more than his/her fair share of the workload
Very good	Consistently did what he/she was supposed to do, very well prepared and cooperative
Satisfactory	Usually did what he/she was supposed to do, acceptably prepared and cooperative
Ordinary	Often did what he/she was supposed to do, minimally prepared and cooperative
Marginal	Sometimes failed to show up or complete assignments, rarely prepared
Deficient	Often failed to show up or complete assignments, rarely prepared
Unsatisfactory	Consistently failed to show up or complete assignments, rarely prepared
Superficial	Practically no participation
No Show	No participation at all

Overall rating: _____