

Group Project Peer & Self Evaluation Form

The purpose of this form is to rate the overall quality of your own and your fellow Group Project members' work. Your advisors will use it to evaluate and document your progress. List all group members' names, including your own, in the designated sections below. Please note that this form is confidential and will not be shared with your group members.

Please fill out the following table using the rankings below. Descriptions for each category are listed below the table.

Rating scale: 1 = Unsatisfactory; 2 = Poor; 3 = Average; 4 = Good; 5 = Exceptional

Group Member Names <i>(including your own)</i>						
QUALITY OF WORK						
PROBLEM SOLVING SKILLS						
TEAMWORK						
INITIATIVE						
COMMUNICATION						
TIME MANAGEMENT						
OVERALL CONTRIBUTION (TOTAL OF ABOVE 5 SCORES)						

***Note:** For any team member rated as poor or unsatisfactory in any category, indicate reasons in the "Additional Comments and Recommendations" section below.

PLEASE SHARE ANY ADDITIONAL COMMENTS AND/OR RECOMMENDATIONS:

CATEGORY DESCRIPTIONS

QUALITY OF WORK:

Work is organized and complete. Strives for excellence, practices continuous improvement, plans well, and executes the plan. Pays attention to detail, checks for errors. Work is accurate and thorough.

PROBLEM SOLVING SKILLS:

Solves problems independently using logic and sound judgment. Work is technically sound. Has mastered an area of technical expertise (either before or during the project), and contributes it to the project. Is able to apply techniques learned from Bren courses and elsewhere to specific problems.

TEAMWORK:

Treats others with respect. Develops cooperative relationships. Recognizes others' contributions and offers appreciation and support. Approaches coworkers, the project and problems with a positive outlook. Works to reduce difficulties. Interacts with others in a relaxed manner. Is approachable and accessible. Promotes group goals over own interests. Gives credit freely to others. Fulfills commitments and meets group objectives. Strengthens others' contributions by freely sharing knowledge, experience, and expertise. Inspires and motivates others to perform better and to meet goals through enthusiasm and example.

INITIATIVE:

Constantly seeks new challenges or new ways of looking at a problem. Willing to take responsibilities, and to gain experience outside of his/her field of expertise. Looks for new resources, ideas, and approaches. Follows through on ideas. Anticipates needs and problems. Independently looks for solutions. Able to make independent decisions when appropriate and necessary. Doesn't need step-by-step supervision. Exhibits common sense.

COMMUNICATION:

Expresses ideas clearly and effectively both verbally and in writing. Written products are concise, comprehensible, and grammatically correct. Maintains regular contact with colleagues and with external resource people. Listens to others, is receptive to suggestions and criticisms. Solicits and responds to comments, ideas and other feedback. Invests time and thought in honest and insightful feedback to colleagues.

TIME MANAGEMENT:

Performs work thoroughly and effectively within the allotted time. Able to prioritize and manage several tasks at once. Schedules work realistically to meet deadlines. Plan and coordinates tasks with colleagues. Keeps other group members aware of schedules and schedule changes.