BELHAVEN UNIVERSITY
Project Team Evaluation Form

Team Member Names →
Performance Elements ↓

	#1	#2	#3	#4	#5	#6	#7
1. Dependability							
2. Preparation							
3. Contributions							
4. Attitude							
5. Facilitator Role							
Average							

Element	Performance Level	Rating
1. Dependability	Absent more than once or absent, no call/no reason	1
	Absent once, but called with a valid reason (overtime, illness, etc.)	2
	Always present, but sometimes stayed for less than half of the team meeting	3
	Always present, and stayed for most of the team meeting	4
	Always present for the entire team meeting	5
2. Preparation	No apparent effort made to prepare for the team meeting	1
	Occasional incomplete preparation, no valid reason	2
	Occasional incomplete preparation due to a valid reason (overtime, illness, etc.)	3
	Generally completes all assigned work	4
	Consistently completes all assigned work + able to explain concepts clearly to others	5
3. Contributions	Sometimes behavior actually hinders a successful team meeting	1
	No individual contribution to promote a successful team meeting	2
	Minimal individual contributions to promote a successful team meeting	3
	Significant individual contributions to promote a sucessful team meeting	4
	Significant individual contributions + actively involved fellow team members	5
4. Attitude	Vocally rude, mean-spirited	1
	Shows non-vocal, but critical attitude toward fellow team members	2
	Cooperative, but not really focused on learning	3
	Cooperative, focused, works hard	4
	Not only meets assigned responsibilities but encourages and motivated fellow team members to succeed	5
5. Facilitator Role	Did not serve as facilitator any week	NA
	No defined meeting goals; no agenda	1
	Prepared agenda, but did not contact team members regarding the meeting	2
	Prepared agenda, contacted team members, but did not follow the agenda	3
	Prepared agenda, contacted team members, followed agenda, but did not complete all assigned work in allotted time	4
	Completed agenda, involved fellow team members, completed all assigned work	5