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. 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.

Reviewer: _____ **Project:** _____

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 *(including your own)*						
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 and with the group using logic and sound judgment. Work is technically sound and contributes to the project.

TEAMWORK:
Treats others with respect. Develops cooperative relationships. Recognizes others' contributions and offers appreciation and support. Approaches group members, the project, and problems with a positive outlook. Works to reduce difficulties. Promotes group goals over own interests. 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. Takes responsibility and looks for new resources, ideas, and approaches. Follows through on ideas. Anticipates needs and problems. Able to make independent decisions when appropriate and necessary. Doesn't need step-by-step supervision.

COMMUNICATION:
Expresses ideas clearly and effectively both verbally and in writing. Written products are concise, comprehensible, and grammatically correct. Listens to others and is receptive to suggestions and criticisms.

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. Plans and coordinates tasks with group members. Keeps other group members aware of schedules and schedule changes.