Part of your course grade will be based on your individual performance as evaluated by you and your subteam members. Using your best, objective and fair professional analysis, complete the following evaluation form concerning your and your team members’ performance on the project. For the questions below, rate yourself and your team members using this scale:

1 = poor (unacceptable performance)
2 = fair (marginally acceptable performance)
3 = average (acceptable performance)
4 = good (often exceeds acceptable performance)
5 = excellent (truly superior performance)

Continue your justification for each team member AND yourself on the back of the page. Also reflect on the goals and deliverables that you set for yourself. Skimpy justification will negatively reflect on your performance evaluation.

Your Name: ________________________________

Member 2 – Name: ________________________________

Member 3 – Name: ________________________________

Member 4 – Name: ________________________________

Member 5 – Name: ________________________________

1. QUALITY of work on the project: done correctly, clearly, completely, attention to detail, recommends innovative solutions, seeks to continually improve work

2. QUANTITY of work on the project: delivered on responsibilities, worked efficiently and in an organized manner

3. Level of COMMITMENT given to the project/team: attended all meetings, came on time, was prepared and ready to work, was dependable and reliable.

4. Demonstration of JOB KNOWLEDGE: understanding of project goals and tasks required to reach goals, applied appropriate knowledge and skills to accomplish tasks

5. Ability to COOPERATE: accepts guidance willingly, works constructively with others on the team, ‘team player’ rather than ‘lone ranger’

6. Demonstration of JUDGMENT: identified and analyzed problems, developed effective solutions, managed time effectively, effectively prioritized work tasks

7. ATTITUDE toward work on the project: positive, encourages others, seeks consensus

8. INITIATIVE taken on the project: proactive, does not wait to be told what to do

9. ADAPABILITY: ability to handle changes to job assignment, schedule, work environment

10. COMMUNICATION skill: clear oral and written communication

Totals=

Average (divide total by 10)=

Justification (continue on the next page):

Team member 5: Name: ________________________________ Justification: ________________________________

Team member 4: Name: ________________________________ Justification: ________________________________

Team member 3 Name: ________________________________ Justification: ________________________________

Team member 2 Name: ________________________________ Justification: ________________________________

Self – Justification: ________________________________

Signature of evaluator ________________________________ Date ________________________________

BJ Furman
ME 195 Individual Performance Evaluation
(adapted from http://pr.erau.edu/~whetten/classes/standards/team-eval.html,
http://uhrm.uchicago.edu/forms/pdfs/emp_perf_eval.pdf, and http://www.engr.sjsu.edu/nikos/courses/engr10/teamcard.htm)

Justification (continued from the previous page)

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