ICS 171 Team/Peer Performance Appraisal

The following team/peer appraisals will be used in part to determine appropriate project grades for each team member. Each team member must individually fill out a team/peer appraisal form. All students must sign and submit in hard copy (not email) this completed form to receive a grade. Information on this form is strictly confidential; it will be available only to the grading personnel for this class, and will be destroyed at the end of the quarter.

Please divide 100 points among you and your teammates according to their level of participation in your team’s project. If you feel all members have contributed equally, then assign each team member 25 points (assuming there are a total of four members). Please try to be fair to your teammates and objective about your own performance.

You may also comment briefly on each team member’s performance. Your evaluation should use standard evaluation criteria, such as technical competence, effort, productivity, creativity, quality, dependability, communication, initiative, decision making, and leadership. If desired, you may assign a number between 1-5 for each teammate, for each category (where 1 is best or “outstanding”, 3 is ok or “meets requirements”, and 5 is worst or “unsatisfactory”).

PROJECT TITLE: ____________________________   TEAM NUMBER ________
Your name: ______________________________ Team role: _________________________
Total number of points: _________________

Evaluation attributes:

• Competence: possesses or seeks required knowledge
• Effort: tries to accomplish assigned tasks
• Productivity: level of work generated
• Creativity: produces useful, innovative approaches and ideas
• Quality: demonstrates accuracy and thoroughness
• Dependability: follows through on responsibilities
• Communication: listens, expresses ideas/concepts clearly
• Initiative: seeks out new assignments
• Decision Making: sets objectives, evaluates alternatives
• Leadership: fosters good teamwork, solves team problems

General comments:
Teammate #1: ____________________________  Team role: ____________________________

Total number of points: ________________

Evaluation attributes:

- Competence: possesses or seeks required knowledge
- Effort: tries to accomplish assigned tasks
- Productivity: level of work generated
- Creativity: produces useful, innovative approaches and ideas
- Quality: demonstrates accuracy and thoroughness
- Dependability: follows through on responsibilities
- Communication: listens, expresses ideas/concepts clearly
- Initiative: seeks out new assignments
- Decision Making: sets objectives, evaluates alternatives
- Leadership: fosters good teamwork, solves team problems

General comments:

Teammate #2: ____________________________  Team role: ____________________________

Total number of points: ________________

Evaluation attributes:

- Competence: possesses or seeks required knowledge
- Effort: tries to accomplish assigned tasks
- Productivity: level of work generated
- Creativity: produces useful, innovative approaches and ideas
- Quality: demonstrates accuracy and thoroughness
- Dependability: follows through on responsibilities
- Communication: listens, expresses ideas/concepts clearly
- Initiative: seeks out new assignments
- Decision Making: sets objectives, evaluates alternatives
- Leadership: fosters good teamwork, solves team problems

General comments:
Teammate #3: ____________________________  Team role: __________________________

Total number of points: ________________

Evaluation attributes:

- Competence: possesses or seeks required knowledge
- Effort: tries to accomplish assigned tasks
- Productivity: level of work generated
- Creativity: produces useful, innovative approaches and ideas
- Quality: demonstrates accuracy and thoroughness
- Dependability: follows through on responsibilities
- Communication: listens, expresses ideas/concepts clearly
- Initiative: seeks out new assignments
- Decision Making: sets objectives, evaluates alternatives
- Leadership: fosters good teamwork, solves team problems

General comments:

Your signature ________________________________  Date: _______________