Gateway Team Evaluation Form

(This is a fill-able document. Type in each field, then save adding “.last name” and submit according to your faculty instructions.)

**Your Name :****Class Day/Time:**

**Team #/Name:**

Instruction

You are asked to evaluate the contribution that each of your team members have made to ***this assignment***. The objective is to provide timely evaluation confidentially to your instructor. (Your team members will not see this form.) Please be candid and helpful in your evaluation.

# Title of the assignment:

## **Rating scale**

Please use the following 0-10 scale to evaluate each team member in each area. These numbers do not correspond to a grade. The maximum total points possible are 100 (10 points for each area). Scores below 4 or above 8 should be explained in the comments section.

Failed to Performed Average Very Good Outstanding

Perform Poorly Performance Performance Performance

 0 1 2 3 4 5 6 7 8 9 10

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   Names Areas | First Name:       | First Name:       |  First Name:       | First Name:       |
| Attended or participated in all team activities (via email, chat, phone, etc.) |       |       |       |       |
| Came prepared for team meetings and communicated ideas effectively |       |       |       |       |
| Completed tasks on time and to specification |       |       |       |       |
| Improved the final product by offering insightful comments |       |       |       |       |
| Gave timely and honest feedback |       |       |       |       |
| Encouraged innovation among teammates |       |       |       |       |
| Shared essential information with teammates |       |       |       |       |
| Listened to others and showed respect for different viewpoints |       |       |       |       |
| Supported and followed team processes and rules |       |       |       |       |
| Was energetic, enthusiastic and creative |       |       |       |       |
| **TOTAL SCORE OUT OF 100** |       |       |       |       |

**Additional Comments*. Use the comments section of this form to provide specific comments about team members or a specific member. (Remember to balance your comments -- say positive things as well as behaviors you would like to see changed). Please provide rationale for especially high or low scores. Your comments are confidential.***

**Explanatory Comments**