



PEER EVALUATION FORM*

**Materials compliments of Professor Lynne Kelly, Communication*

Directions: Read the criteria below, which you will use to evaluate the contributions of each member of your project group except yourself. The form requires you to make distinctions among group members by forcing a type of rank ordering on each of the four criteria.

To complete the form, put the names of each group member on the lines provided corresponding to your assessment of their contributions on each criterion. Therefore, you will be writing each member's name four (4) times. Do not rate yourself. No more than two members can receive the same rating on a given criterion. There is an optional bonus and penalty section at the end to add or take away points.

Criteria

Service to the Group. Member showed a willingness to and followed through on performing tasks such as typing, writing, editing, proofreading, making phone calls, doing research, etc. The quality of the work was satisfactory or better.

Commitment to the Group. Member attended meetings, arrived on time, was prepared for meetings, stayed for the duration, and was willing to adjust his/her schedule to help the group. Group goals/success seemed more important than personal convenience, goals or desires.

Task-Oriented Contributions. Member volunteered suggestions/ideas that advanced the group toward its goals, offered creative alternatives, examined / evaluated the quality of suggestions offered by members, supported ideas with factual evidence, showed task leadership, and wrote high quality prose for the group report.

Team Work. Member was attentive during meetings, didn't interrupt others, avoided negative (personality-based) conflict, promoted positive conflict (Idea-based), solicited and reinforced member's contributions, abandoned or modified own ideas for the sake of compromise, suggested rather than insisted, mediated conflicts, and broke tension when needed by the group.

Your name-----

Group Name-----

Points	Service	Commitment Task	Contributions	TeamWork
Excellent (10 Points)				
Good (8 Points)				
Average (4 Points)				
Fair (4 Points)				
Poor (2 Points)				

Optional Sections:

Bonus Section

If there are any particular members that you feel ought to receive bonus points for any reason, you may assign between 1 to 5 additional points. To do so, list the person's name and how many points you are adding.

Name _____ Number of points
 Name _____ Number of points
 Name _____ Number of points
 Name _____ Number of points
 Name _____ Number of points

Penalty Section

If there are any members that you feel ought to have points taken away because of lack of participation or significant disruption to the group, you may subtract between 1 to 5 points. To do so, list the person's name and how many points you are subtracting.

Name _____ Number of points
 Name _____ Number of points
 Name _____ Number of points
 Name _____ Number of points
 Name _____ Number of points