ME 120 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)

Part of your semester grade will be based on your individual performance as evaluated by you and your team members. Using your best, *objective* and *fair* professional analysis, complete the following evaluation form concerning your and your team members' performance over the semester. For the questions below, rate yourself <u>and</u> 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)

Your Name:Y							
Member 2 – Name:							
Member 3 – Name:							
Member 4 – Name:				4	\bigcup		
Member 5 – Name:		(5)	$ \downarrow $				
1.	QUALITY of work on the project: or recommends innovative solutions, s	done correctly, clearly, completely, attention to detail, seeks to continually improve work	\frac{\frac{1}{3}}{-}	∀ —	∀ —	∀ —	∀ —
2.	QUANTITY of work on the project an organized manner	: delivered on responsibilities, worked efficiently and in	<u> </u>				_
3.	Level of COMMITMENT given to was prepared and ready to work, w	the project/team: attended all meetings, came on time, as dependable and reliable.					
4.		<u>GE</u> : understanding of project goals and tasks required knowledge and skills to accomplish tasks	_				
5.	<u>Ability to COOPERATE</u> : accepts go the team, 'team player' rather than '	uidance willingly, works constructively with others on lone ranger'					_
6.	 <u>Demonstration of JUDGMENT</u>: 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)=	- T	T	T	T	Т
Please <u>justify</u> the ratings you assigned (use the back if necessary):							
Tear		Comments:	(5)				
Tear	n member 4: Name:	Comments:	~	4			
Tear	n member 3 Name:	Comments:	←		3		
Tear	n member 2 Name:	Comments:	•			2	
Self – Comments:						Ŷ	
Sig	nature of evaluator		e				