**CHEG 3128 – Junior Lab – Spring 2017 Team Member Evaluation**

Evaluator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_ Group #\_\_\_\_ Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this form is to help teams and team members to better understand how the team is functioning during the semester, which can help to identify areas that need improvement as the semester progresses. Though there are number scores, the evaluator should not think of these as “grades” (they are not directly), just merely a guides that will go into a total evaluation of each team member at the end of the semester. The evaluation consists of several questions that are split into 3 major categories: Self-motivation, Collaboration, and Participation and Involvement. Each question should be scored on a scale between 1 and 5 points where: 5 = Excellent; 4 = Above Average for Group; 3 = Met Expectations; 2 = Below Average for Group; 1 = Poor. A comment box is also available below each section for a more detailed evaluation or discussion.

**Self-motivation**

|  |  |  |
| --- | --- | --- |
|  | **Question** | **Assessment (1-5)** |
| **A** | How eager was the team member being evaluated in helping to run experiments in the laboratory? |  |
| **B** | How helpful was the team member being evaluated in building new labs and providing the necessary components to run the labs? |  |
| **C** | How well did the team member push project progress forward, particularly related to the written aspects of the labs? |  |
| **D** | How willing was the team member in going “above and beyond” what was expected/asked of them?  |  |

Comments:

**Collaboration**

|  |  |  |
| --- | --- | --- |
|  | **Question** | **Assessment (1-5)** |
| **A** | How well did the team member work with the others in the group? |  |
| **B** | How would you rate the team member’s approach to conflict in the group? |  |
| **C** | How willing was the individual to work with others as opposed to alone? |  |
| **D** | How respectful was the team member towards you and the rest of the group? |  |
| **E** | How open was the team member to receiving input and criticism from others?  |  |

Comments:

**Participation and Involvement**

|  |  |  |
| --- | --- | --- |
|  | **Question** | **Assessment (1-5)** |
| **A** | How aware was the team member of the work that their fellow groupmates were doing? |  |
| **B** | How prepared was the team member to run the labs and to participate in the labs? |  |
| **C** | How knowledgeable was this team member in the technical and fundamental aspects of the labs?  |  |
| **D** | How much did this group member contribute to group discussions at meetings? |  |

Comments:

**Overall Impact**

If your entire team could only be awarded 20 TOTAL points for their overall impact on the work this semester, how many of these points would you give to this team member (also give your other scores here, including your self-assessment; the total of scores should add to 20)?

**Summary Table**

|  |  |
| --- | --- |
| **Major Category** | **Category Totals** |
| Self-motivation |  |
| Collaboration |  |
| Participation//Involvement |  |
| Overall Impact |  |
| **ASSESSMENT TOTAL** |  |

*Declaration: This evaluation has been undertaken without bias or malice and represents a true representation of individual and group performance to this point in the semester.*

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Evaluator’s Signature Date