

# ME 195 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](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 and 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: \_\_\_\_\_

Member 2 – Name: \_\_\_\_\_

Member 3 – Name: \_\_\_\_\_

Member 4 – Name: \_\_\_\_\_

Member 5 – Name: \_\_\_\_\_

<p>1. <u>QUALITY of work on the project</u>: done correctly, clearly, completely, attention to detail, recommends innovative solutions, seeks to continually improve work</p> <p>2. <u>QUANTITY of work on the project</u>: delivered on responsibilities, worked efficiently and in an organized manner</p> <p>3. <u>Level of COMMITMENT given to the project/team</u>: attended all meetings, came on time, was prepared and ready to work, was dependable and reliable.</p> <p>4. <u>Demonstration of JOB KNOWLEDGE</u>: understanding of project goals and tasks required to reach goals, applied appropriate knowledge and skills to accomplish tasks</p> <p>5. <u>Ability to COOPERATE</u>: accepts guidance willingly, works constructively with others on the team, 'team player' rather than 'lone ranger'</p> <p>6. <u>Demonstration of JUDGMENT</u>: identified and analyzed problems, developed effective solutions, managed time effectively, effectively prioritized work tasks</p> <p>7. <u>ATTITUDE toward work on the project</u>: positive, encourages others, seeks consensus</p> <p>8. <u>INITIATIVE taken on the project</u>: proactive, does not wait to be told what to do</p> <p>9. <u>ADAPABILITY</u>: ability to handle changes to job assignment, schedule, work environment</p> <p>10. <u>COMMUNICATION skill</u>: clear oral and written communication</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	
<b>Totals=</b>											
<b>Average (divide total by 10)=</b>											

Additional Comments (use the back if necessary):

Team member 5: Name: \_\_\_\_\_ Comments: \_\_\_\_\_

Team member 4: Name: \_\_\_\_\_ Comments: \_\_\_\_\_

Team member 3 Name: \_\_\_\_\_ Comments: \_\_\_\_\_

Team member 2 Name: \_\_\_\_\_ Comments: \_\_\_\_\_

Self – Comments: \_\_\_\_\_

Signature of evaluator \_\_\_\_\_ Date \_\_\_\_\_