

# Peer Evaluation Form

Evaluator Name:

Quinton Shufford

Keep in mind that if you award high scores to everyone, regardless of their contribution, team members who have worked hard and provided extraordinary leadership will go unrecognized, as will those at the other end of the scale who need your corrective feedback.

|                      |          |           |              |           |
|----------------------|----------|-----------|--------------|-----------|
| <b>Grading Scale</b> | 0. Never | 1. Rarely | 2. Sometimes | 3. Always |
|----------------------|----------|-----------|--------------|-----------|

## CRITERIA

### Commitment to Project/Team:

- Attends all meetings in person or electronically (ex. Facetime, Teams, Zoom) ✓
- Ready to work ✓
- On time or early ✓

Initial meeting Date: 8/22

- Discussed roles & assignments ✓
- Met during Week 1 of module ✓

Midway Check-In Date: 8/26

- Contributed ideas & provided feedback ✓
- Follow-up on ideas ✓

Final Meeting Date: 8/28

- Reviewed & made revisions ✓
- Rehearsed ✓
- Met during Week of presentation ✓

|                                      |   |   |   |          |
|--------------------------------------|---|---|---|----------|
| Group Member Name:<br><u>Rebecca</u> | 0 | 1 | 2 | <u>3</u> |
| Group Member Name:                   | 0 | 1 | 2 | 3        |

### Leadership & Responsibility:

- Accepts work and gets tasks done on time
- Does fair share of work
- Makes suggestions

|                                      |   |   |   |          |
|--------------------------------------|---|---|---|----------|
| Group Member Name:<br><u>Rebecca</u> | 0 | 1 | 2 | <u>3</u> |
| Group Member Name:                   | 0 | 1 | 2 | 3        |

### Teamwork & Communication:

- Available for communication
- Communicates clearly when speaking & in writing
- Shows respect to all partners & gives positive feedback

|                                      |   |   |   |          |
|--------------------------------------|---|---|---|----------|
| Group Member Name:<br><u>Rebecca</u> | 0 | 1 | 2 | <u>3</u> |
| Group Member Name:                   | 0 | 1 | 2 | 3        |

Comments: Overall great partner