

Team Member Evaluation

Evaluator: _____ Person being evaluated: _____

Assign rankings of 1 (worst) to 5 (best). **All rankings of 1, 2 or 5 require written comments** on the back of this sheet (circle "See back for comments" if comments are made).

1. Listens and communicates effectively

1 2 3 4 5 See back for comments

2. Performs tasks by the assigned deadline and with a high degree of quality

1 2 3 4 5 See back for comments

3. Accepts task assignments readily

1 2 3 4 5 See back for comments

4. Responds quickly and thoughtfully to questions and comments

1 2 3 4 5 See back for comments

5. Attends all meetings, is on-time, prepared, and helps keep meetings brief and effective

1 2 3 4 5 See back for comments

6. Is engaged and dedicated to the success of the project

1 2 3 4 5 See back for comments

7. Is a benefit to the project team

1 2 3 4 5 See back for comments