

## PEER EVALUATION FORM

### Operations Consulting Practicum

#### INSTRUCTIONS

Assess each team member (including yourself) based on the following criteria:

- Participation in team events: did the team member participate in most, if not all of the assigned team events? (internal meetings, meetings with client)
- Fair workload: did the team member take on his/her share of the overall work load?
- Quality of work: was the quality of the team member's work high, adequate, or inadequate (required re-working by another team member). Evaluate written work, presentation skills, and internal documents.
- Team interaction skills: did the team member interact effectively with other members of the team? did the member handle conflicts constructively? did the member communicate often with the other team members?

#### PROCESS

Give each team member a grade that reflects his/her performance on the above dimensions. State the grade in terms of a number from 0-5 scaled as follows:

Score	Contribution	This person...
5	Outstanding	This person went way above the call of duty
4	Excellent	This person did a superior job
3	Reasonable	This person pulled her or his weight
2	Some	This person slacked off somewhat
1	None	This person was dead weight
0	Actively hindered project	Self explanatory

#### **Remember:**

- More than one person can have the same grade. You can rate everyone at 5, or everyone at 0, or everyone at 2, etc.
- Don't forget to rate YOURSELF.

#### **Example**

Member 1	3
Member 2	3
Member 3	4
Member 4	2
Member 5	4

*Turn in your rating form in a sealed envelope to Professor Anderson, CBA 4.258, by the SEMESTER'S LAST DAY OF CLASS.*

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DUE LAST DAY OF CLASS FOR THE SEMESTER

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- *Fair workload*: did the team member take on his/her share of the overall work load?
- *Quality of work*: was the quality of the team member's work high, adequate, or inadequate (required re-working by another team member). Evaluate written work, presentation skills, and internal documents.
- *Team interaction skills*: did the team member interact effectively with other members of the team? did the member handle conflicts constructively? did the member communicate often with the other team members?

TEAM: \_\_\_\_\_ (fill in company/project name)

Your Name: \_\_\_\_\_

Team Member Name	Grade (0-5)
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	

**Remember:**

- To RATE yourself
- **More than one person can have the same grade.** You can rate everyone at 5, or everyone at 0, or everyone at 2, etc.