

Department of Mechanical Engineering
University of Puerto Rico at Mayagüez

Working on Teams *Assessment Tool*



Prepared by

Peer evaluation for Teamwork Assessment¹

Your name: _____

Course: _____

Team Name/No. _____

Instructions:

1. Fill out this form, sign it and folded, then return to your instructor by the due date.
2. Evaluate the presenter according the following criteria. In the score column use the following scale: **F (0)= fail, D(1) = deficient, C(2) = average, B(3) = good, A(4) = excellent.**
3. Use the % column to establish the weight you given to each criterion. The total of all criteria must add to 100%.
 - A. **Quality** – value and quality of the contribution, suggestions, opinions, ideas, creativity.
 - B. **Quantity** – participation, sharing or responsibility, attendance at team meetings, willingness to do his or her share of the work, preparation for meeting.
 - C. **Attitude** – if poor, indicate the nature of the perceived problem (confrontational, negative, indifference, lazy, bossy, non-cooperative, etc.) in the space at the bottom of the form.
 - D. **Contribution** (in percent) to the entire team’s work of each member. The total of all contributions must equal 100%.
 - E. **Yes or No** – “Would you choose this individual to be on your next team?” If no, offer one or two constructive ideas on how the team member could improve, using the back of the form.
4. If desire, you can also highlight one or two outstanding contributions made to the team by a particular member. Use the space at the bottom of the form (or on the back, if you need more space.)

Full name of team members (Including yourself)	A Quality	B Quantity	C Attitude	D %	E Yes or No
1.					Yes or No
2.					Yes or No
3.					Yes or No
4.					Yes or No
5.					Yes or No
6.					Yes or No

Problems:

Praise:

¹ From “Creative Problem Solving and Engineering Design”, E. Lumsdaine, M. Lumsdaine, and J.W. Shelnett, pp. 115.