

## Team Leadership Performance Review

Team Leader Reviewed: \_\_\_\_\_ Reviewer: \_\_\_\_\_

**Team:** \_\_\_\_\_

### General

1. Preparation. Was the leader well organized to help the team to use its time and resources well?

badly  
organized;  
unprepared

\_\_\_\_\_ 1      \_\_\_\_\_ 2      \_\_\_\_\_ 3      \_\_\_\_\_ 4      \_\_\_\_\_ 5

well-organized;  
homework  
done

2. Motivation. Was the leader enthusiastic and able to communicate enthusiasm to the team?

disinterested;  
uninspiring

\_\_\_\_\_ 1      \_\_\_\_\_ 2      \_\_\_\_\_ 3      \_\_\_\_\_ 4      \_\_\_\_\_ 5

enthusiastic;  
contagious  
motivation

3. Goal Orientation. Did the leader keep the project on track?

confused;  
goals blurred

\_\_\_\_\_ 1      \_\_\_\_\_ 2      \_\_\_\_\_ 3      \_\_\_\_\_ 4      \_\_\_\_\_ 5

clear direction;  
progress direct  
and steady

4. Decisiveness. Did the leader maintain team momentum by taking charge or offering ideas?

wishy-washy;  
indecisive

\_\_\_\_\_ 1      \_\_\_\_\_ 2      \_\_\_\_\_ 3      \_\_\_\_\_ 4      \_\_\_\_\_ 5

decisive when  
necessary;  
in control

5. Impartially. Was the leader a good and impartial listener, encouraging each member of the team and seeking value in all ideas?

partial;  
peremptory

\_\_\_\_\_ 1      \_\_\_\_\_ 2      \_\_\_\_\_ 3      \_\_\_\_\_ 4      \_\_\_\_\_ 5

impartial;  
reinforcing and  
encouraging

6. Leadership by example. Was the leader's behavior a good model for responsibility and conscientiousness:

bad example;  
unreliable

1      \_\_\_\_\_ 2      \_\_\_\_\_ 3      \_\_\_\_\_ 4      \_\_\_\_\_ 5      \_\_\_\_\_

good example;  
thoroughly  
dependable

**What constructive comments should be made to this team member regarding behavior that contributed to his/her strengths and weaknesses as a leader? (Use the other side)**