

Team Member Performance Review

Team Member Reviewed: _____ Reviewer: _____

Team: _____

Participation

Self-Actualization. Did the team member seek out tasks and responsibilities?

unresponsive;
required
assignments
and constant
supervision

1 2 3 4 5

self-starter;
independently
self-motivated

Work Capacity. Could the team member be relied upon to do his or her share of the work?

unreliable;
others had to
do the work

1 2 3 4 5

workaholic; did
more than what
was expected

Use of Time. Did the team member make meetings on time and complete assignments on schedule?

late or absent;
work incomplete

1 2 3 4 5

prompt;
dependably on
time

Team Support. Did the team member contribute by attitude and action to team morale and group confidence?

negative;
destructive of
group identity

1 2 3 4 5

positive;
morale building
feel good working
with him/her

General

Of all the team, how effective was this member? How valuable was his/her contribution?

not effective;
contribution not
very valuable

1 2 3 4 5

very effective;
contribution
extremely valuable

If you were an employer, would you hire this individual for a design team?

no

1 2 3 4 5

yes

Hypothetically, if the project should win some monetary award to go to members, what share should this member receive?

Much smaller
than avg

1 2 3 4 5

Much larger than avg.

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)