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;  organized;  well-organized;  homework done  
   unprepared               1                 2                  3                  4                  5  done

2. **Motivation.** Was the leader enthusiastic and able to communicate enthusiasm to the team?  
   disinterested;         enthusiastic;  contagious  
   uninspiring  _______     _______      _______      _______      _______  motivation

3. **Goal Orientation.** Did the leader keep the project on track?  
   confused;  _______     _______      _______      _______      _______  clear direction;  progress direct and steady  
   goals blurred              1                 2                  3                  4                  5  steady

4. **Decisiveness.** Did the leader maintain team momentum by taking charge or offering ideas?  
   wishy-washy;  indecisive        1                 2                  3                  4                  5  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;    _______     _______      _______      _______      _______  reinforcing and encouraging  
   peremptory          1                 2                  3                  4                  5  encouraging

6. **Leadership by example.** Was the leader’s behavior a good model for responsibility and conscientiousness:  
   bad example;   _______     _______      _______      _______      _______  thoroughly dependable  
   unreliable           1                  2                  3                  4                  5  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)