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

self-starter;
individually self-motivated

1 2 3 4 5

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

workaholic; did more than what was expected

1 2 3 4 5

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

late or absent;
work incomplete

prompt; dependably on time

1 2 3 4 5

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

negative;
destructive of group identity

positive; morale building

1 2 3 4 5

General

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

not effective;
contribution not very valuable

very effective; contribution extremely valuable

1 2 3 4 5

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

no

yes

1 2 3 4 5

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

Much smaller than avg

Much larger than avg.

1 2 3 4 5

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)