

Individual Performance Evaluation

Evaluate each of your team members, *including* yourself, in terms of performance using the criteria below. Use the following scale: **0 = Unsatisfactory**, **1 = Satisfactory**, **2 = Excellent**. Include comments and justifications, especially for Unsatisfactory or Excellent ratings. Use the back of the sheet if necessary. Total the scores for each member. List *in detail* the roles and responsibilities of each team member in the table at the bottom.

Criteria	Name of Team Member				
	Self: Sindi Bendo	Ryan Ladestro	Mankaran Saggi	David Schwartz	
1. Attending meetings	2	2	2	2	
Comments/Justification:	Everyone attended team meetings				
2. Contribution to idea generation	2	2	2	2	
Comments/Justification:	All ideas were welcomed and helped when brainstorming vendors				
3. Contribution to decision making	2	2	2	2	
Comments/Justification:	Each team member researched a vendor				
4. Communication skills	2	2	2	2	
Comments/Justification:	Never any confusion when communicating				
5. Assuming fair share of work	2	2	2	2	
Comments/Justification:	Work was split				
6. Completion of work assumed	2	2	2	2	
Comments/Justification:	No problems with completion of work				
7. Team spirit and respect for others	2	2	2	2	
Comments/Justification:	Praise and criticism on work was valued				
8. Negotiation and conflict resolution skills	2	2	2	2	
Comments/Justification:	Any conflicts were resolved in a timely manner				
9. Time management	2	2	2	2	
Comments/Justification:	No delays on meeting deadlines				
10. Dependability and preparedness	2	2	2	2	
Comments/Justification:	My team was dependable				
Totals =	20	20	20	20	

Name	Roles and Responsibilities of Team Member
Sindi	Team Leader & Discussion Leader
Ryan	Record Keeper & Reporter
Manny	Summarizer (took meeting notes) & Time Keeper
David	Skeptic & Accuracy Coach

Print name of evaluator: Sindi Bendo

Signature: *Sindi Bendo*

Date: 12/2/20

Criteria	Name of Team Member				
	Self: Ryan Ladestro	Sindi Bendo	Mankaran Saggi	David Schwartz	
1. Attending meetings	2	2	2	2	
Comments/Justification:	All attended meetings				
2. Contribution to idea generation	2	2	2	2	
Comments/Justification:	Group ideas were talked about				
3. Contribution to decision making	2	2	2	2	
Comments/Justification:	Each team member pulled their weight of the research				
4. Communication skills	2	2	2	2	
Comments/Justification:	Groupchat helped with communication				
5. Assuming fair share of work	2	2	2	2	
Comments/Justification:	Work was equal among the group members				
6. Completion of work assumed	2	2	2	2	
Comments/Justification:	No problems with completion of work				
7. Team spirit and respect for others	2	2	2	2	
Comments/Justification:	Team got along well and respected each other				
8. Negotiation and conflict resolution skills	2	2	2	2	
Comments/Justification:	Solutions were found for conflicts				
9. Time management	2	2	2	2	
Comments/Justification:	All deadlines were met				
10. Dependability and preparedness	2	2	2	2	
Comments/Justification:	I can rely on my team				
Totals =	20	20	20	20	

Name	Roles and Responsibilities of Team Member
Sindi	Team Leader & Discussion Leader
Ryan	Record Keeper & Reporter
Manny	Summarizer (took meeting notes) & Time Keeper
David	Skeptic & Accuracy Coach

Print name of evaluator: Ryan Ladestro

Signature: *Ryan Ladestro*

Date: 12/2/20

Criteria	Name of Team Member				
	Self: Mankaran Saggi	Sindi Bendo	Ryan Ladestro	David Schwartz	
1. Attending meetings	2	2	2	2	
Comments/Justification:	No one missed a meeting				
2. Contribution to idea generation	2	2	2	2	
Comments/Justification:	Ideas were all written down and went through them as a team				
3. Contribution to decision making	2	2	2	2	
Comments/Justification:	Each team member contributed to decision making				
4. Communication skills	2	2	2	2	
Comments/Justification:	Never any problems with communication				
5. Assuming fair share of work	2	2	2	2	
Comments/Justification:	Each team member had their fair share of the work				
6. Completion of work assumed	2	2	2	2	
Comments/Justification:	Completion of work was always on time				
7. Team spirit and respect for others	2	2	2	2	
Comments/Justification:	Always team spirit during meetings				
8. Negotiation and conflict resolution skills	2	2	2	2	
Comments/Justification:	Conflicts were always worked around				
9. Time management	2	2	2	2	
Comments/Justification:	No time management issues				
10. Dependability and preparedness	2	2	2	2	
Comments/Justification:	The team was always prepared				
Totals =	20	20	20	20	

Name	Roles and Responsibilities of Team Member
Sindi	Team Leader & Discussion Leader
Ryan	Record Keeper & Reporter
Manny	Summarizer (took meeting notes) & Time Keeper
David	Skeptic & Accuracy Coach

Print name of evaluator: Mankaran Saggi

Signature: *Mankaran Saggi*

Date: 12/2/20

Criteria	Name of Team Member				
	Self: David Schwartz	Sindi Bendo	Ryan Ladestro	Mankaran Saggi	
1. Attending meetings	2	2	2	2	
Comments/Justification:	Team meetings were on a schedule				
2. Contribution to idea generation	2	2	2	2	
Comments/Justification:	Brainstorm sessions were helpful				
3. Contribution to decision making	2	2	2	2	
Comments/Justification:	All members were involved on decisions made				
4. Communication skills	2	2	2	2	
Comments/Justification:	Great communication!				
5. Assuming fair share of work	2	2	2	2	
Comments/Justification:	Everyone kept each other on task and help was always available				
6. Completion of work assumed	2	2	2	2	
Comments/Justification:	Work was always completed!				
7. Team spirit and respect for others	2	2	2	2	
Comments/Justification:	The team respects each others				
8. Negotiation and conflict resolution skills	2	2	2	2	
Comments/Justification:	Any conflicts were minimal and quickly resolved				
9. Time management	2	2	2	2	
Comments/Justification:	Always on time for due dates and class drafts				
10. Dependability and preparedness	2	2	2	2	
Comments/Justification:	I can depend on my teammates				
Totals =	20	20	20	20	

Name	Roles and Responsibilities of Team Member
Sindi	Team Leader & Discussion Leader
Ryan	Record Keeper & Reporter
Manny	Summarizer (took meeting notes) & Time Keeper
David	Skeptic & Accuracy Coach

Print name of evaluator: David Schwartz

Signature: *David Schwartz*

Date: 12/2/20