

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_Myles Cheda	James Weidner	Spencer Nuzzo		
1. Attending meetings	1	1	1		
Comments/Justification:	Everyone occasionally needed more time to join, no issues otherwise.				
2. Contribution to idea generation	2	2	2		
Comments/Justification:	Great contributions				
3. Contribution to decision making	2	2	2		
Comments/Justification:	We all actively participated in making decisions				
4. Communication skills	2	2	2		
Comments/Justification:	Always on the same page with communication				
5. Assuming fair share of work	2	2	2		
Comments/Justification:	Work was evenly distributed				
6. Completion of work assumed	2	2	2		
Comments/Justification:	Work was produced with quality				
7. Team spirit and respect for others	2	2	2		
Comments/Justification:	Excellent team spirit!				
8. Negotiation and conflict resolution skills	2	2	2		
Comments/Justification:	Very few conflicts and resolutions were always positive				
9. Time management	2	2	2		
Comments/Justification:	Time management skills showed when needed most				
10. Dependability and preparedness	2	2	2		
Comments/Justification:	Our team was dependable when it counted!				
Totals =	19	19	19		

Name	Roles and Responsibilities of Team Member
Myles	Team Leader/Summarizer
James	Skeptic/Timekeeper
Spencer	Recorder/Record Keeper

Print name of evaluator: Myles Cheda _____ Signature: Myles Cheda Date December 9th, 2020