Team Assessment Forms

Three assessment forms are attached: Team Members and the Project, Team Functioning, and Peer Feedback. It may be helpful to refer to the “Essentials of Feedback” handout while using these forms. These forms differ from the Peer Evaluation Forms you will be asked to fill out later in the semester. These forms should be used to facilitate conversation and improve the functioning of your team. The Peer Evaluation form will be used in the grading process; in other words, those forms are strictly evaluative, while these forms are developmental. In other words, these forms are intended to help you and your team function as best you can in a team environment.
Team Members and the Project

For each of the following items, each team member should respond using the following scale: 5 = To a great extent, 4 = For the most part, 3 = Somewhat, 2 = Not very well, 1 = not at all. After completing the form individually, each person should share their rating and comments on that item as a basis for discussion.

I understand all of the objectives of this project  5  4  3  2  1
Comment:

I understand the milestones we have established for each phase of the project  5  4  3  2  1
Comment:

I agree with the deadlines for the completion of each milestone of the project  5  4  3  2  1
Comment:

I understand my responsibilities on this team project  5  4  3  2  1
Comment:

I understand the responsibilities of every other team member on this project  5  4  3  2  1
Comment:

I believe that all the elements necessary for the success of the project are being adequately addressed by the team  5  4  3  2  1
Comment:

Copyright 2003 Andrea Welker and Walter Tymon
Team Functioning

For the following items, put a plus sign (+) next to the three items which you feel are most true for your team. Make two copies, keeping one for yourself, and one to be collected and tallied showing the responses of all the team members. Discuss the results as a team, acknowledging those aspects where team functioning is strong, and where team functioning could be improved.

____ Team members do a good job of listening to one another.
____ Team members feel free to express their ideas.
____ The team does a good job of exploring together a number of ways of doing things.
____ Team members share the key things they have learned in doing their work on the project with the other team members.
____ Team members show a willingness to help one another.
____ The team stays on track in team meetings.
____ The team has done a good job meeting the deadlines for the milestones the team has set.
____ The team does a good job of integrating the work of each team member into a seamless project.

Copyright 2003 Andrea Welker and Walter Tymon
Peer Feedback Form

Each member of the team should complete this form for every other member of the team. The person filling out the form should complete each opening phrase with specific, constructive feedback (see the “Essentials of Feedback”) handout. At a scheduled meeting, the team members should take turns sharing their feedback with every other team member by going around the table. For example, if the team members consist of John, Mary, Kim, and Paul, John can first share his feedback for Mary, then for Kim, and then for Paul. The person giving the feedback should be looking at the person for whom the feedback was done, and the person receiving the feedback is not expected to respond. Mary can then do the same for John, Kim, and Paul, etc.

Form completed for ______________  Form completed by ______________

You contribute to the effectiveness of the team by the way you …

You could help the team be even more effective if you …