Name:  

Team Member Evaluation Form

Evaluate your team members by completing the following form. **If you feel it would help me understand your evaluation, feel free to add written comments on the back of this form.** Use the following scale to evaluate each person:

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Somewhat Disagree</th>
<th>Neither Agree nor Disagree</th>
<th>Slightly Agree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7</td>
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</tr>
</tbody>
</table>

1. The team member was frequently disorganized on this project.
2. The team member frequently forgot about team meetings or made excuses for not attending.
3. The team member completed tasks when they were supposed to be completed.
4. The team member’s work was of acceptable quality.
5. The team member was pleasant in his/her dealings with me.
6. The team member had a positive attitude toward this project.
7. Our team member gave us sufficient notice if a task could not be completed on time (4=Not applicable)
8. I frequently wondered what the team member was working on.
9. I look forward to working with the team member again in the near future.
10. The team member was a “leader” on this project, not a “follower.”
11. Overall, the team member’s performance met or exceeded my expectations.

You are encouraged to clarify your evaluation by adding written comments on the back. 

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* Excludes agreed upon “blackout times,” of course.

**IMPORTANT: Please include any clarifying written comments on the back of this form.**