

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:

Strongly Disagree	Disagree	Somewhat Disagree	Neither Agree nor Disagree	Slightly Agree	Agree	Strongly Agree
1	2	3	4	5	6	7

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

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

* Excludes agreed upon "blackout times," of course.

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