Sample Peer Review Form

This team evaluation consists of seven performance dimensions, defined below. For each element of the seven dimensions, you will be asked to give a score between 1 and 10. A score of 1 indicates only 10% performance on the element (extremely poor), while a score of 10 indicates 100% performance on the element (excellent). The scores you give will be combined with those of other team members to provide a Team Profile Score for a member. Your instructor will explain how s/he will include the Team Profile Score in your simulation grade.

Quality of Work

1. Meetings - made relevant comments; suggested new ideas; asked others for their views; provided reasons for ideas

   1  2  3  4  5  6  7  8  9  10

2. Decisions - could interpret and analyze numbers in the company report; could diagnose the company’s problems; could offer strategic approaches and suggest what to do

   1  2  3  4  5  6  7  8  9  10

3. Project deliverables – content met all project requirements; written work reflected professional, standard English and APA guidelines; presentation reflected guidelines for professional public speaking

   1  2  3  4  5  6  7  8  9  10

4. Company performance – noticeably affected decision-making that improved key performance indicators and business results

   1  2  3  4  5  6  7  8  9  10
Quantity of Work

1. Meetings – offered a fair share of relevant ideas; took a fair share of responsibility to make sure all members’ views were heard and the team accomplished the project

   ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
   1 2 3 4 5 6 7 8 9 10

2. Decisions – offered a fair share of proposals for decisions

   ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
   1 2 3 4 5 6 7 8 9 10

3. Project deliverables – completed a fair share of written and presentational work

   ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
   1 2 3 4 5 6 7 8 9 10

Promptness of Work

1. Meetings – arrived on time and stayed for the entire meeting

   ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
   1 2 3 4 5 6 7 8 9 10

2. Project deliverables -- completed assignments on time

   ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
   1 2 3 4 5 6 7 8 9 10
Reliability

1. Meetings – attended all class and outside meetings; informed team if absence was necessary

   O O O O O O O O O
   1 2 3 4 5 6 7 8 9 10

2. Communication between meetings – responded to email and phone calls

   O O O O O O O O O
   1 2 3 4 5 6 7 8 9 10

3. Project deliverables – could be relied on to help solve problems; consistent follow-through

   O O O O O O O O O
   1 2 3 4 5 6 7 8 9 10

Preparation

1. Meetings – read all relevant material prior to meeting; brought project materials to meetings

   O O O O O O O O O
   1 2 3 4 5 6 7 8 9 10

2. Decisions – familiar with latest results and ready to offer relevant input on simulation decisions

   O O O O O O O O O
   1 2 3 4 5 6 7 8 9 10

3. Energy – displayed enthusiasm for the project, a positive mood, and appropriate humor

   O O O O O O O O O
   1 2 3 4 5 6 7 8 9 10
Team Functioning

1. Organization – helped to organize team functioning and accomplishment of decisions and project deliverables

2. Energy – displayed enthusiasm for the project, a positive mood, and appropriate humor

3. Cohesion – helped to build a sense of connection in the team; offered support and encouragement to other members; applauded successes

4. Leadership – took initiative in moving the team to take the next step; fostered solutions during team conflicts; kept the team on track during meetings; helped other members as needed

Overall Evaluation

1. I would welcome the opportunity to work with this member in another project team. I would recommend this person to anyone seeking a high performing team member.