This form is a tool to assist in the evaluation of your team members (and yourself). Its purpose is to determine those who have been active and cooperative members, as well as to identify those who did not participate. Be consistent when evaluating each group member’s performance by using the guidelines below.

<table>
<thead>
<tr>
<th></th>
<th>1 — never</th>
<th>2 — rarely</th>
<th>3 — sometimes</th>
<th>4 — usually</th>
<th>5 — always</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of team member being evaluated:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The team member has attended team meetings</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The team member notified a teammate if he/she would be able to attend a meeting or fulfill a responsibility</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The team member made a serious effort at assigned work before a team meeting</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The team member attempts to contribute in team meeting when he/she can</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The team member cooperates and contributes to the team effort</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Overall rating on the following scale: ___________________________________________________________(insert one of the given words)

**Excellent**  
Consistently went above and beyond — tutored teammates, carried more than his/her fair share of the load

**Very Good**  
Consistently did what he/she was supposed to do, very well prepared and cooperative

**Satisfactory**  
Usually did what he/she was supposed to do, acceptably prepared and cooperative

**Ordinary**  
Often did what he/she was supposed to do, minimally prepared and cooperative

**Marginal**  
Sometimes failed to show up for meetings or complete assignments, rarely prepared and cooperated

**Deficient**  
Often failed to show up for meetings or complete assignments, rarely prepared and cooperated

**Unsatisfactory**  
Consistently failed to show up for meetings or complete assignments, generally unprepared

**Superficial**  
Practically no team participation at all

**No show**  
No participation at all