Design Group Peer-to-Peer Review

Spring 2016

**Form 3 of 3**

Due from Each Team at the End of every two presentations by team being evaluated (by email to Dr. Walker)

***Peer-to-Peer Observational Reviews*** are used to provide feedback to students as to how well they are performing on their project teams. This is very common practice, in industry, medicine, and other professional settings. This feedback is obtained from fellow class members; not faculty or industry advisors. The purpose of providing this information is to let students know how they are performing and allow time for correction of any performance problems or deficiencies prior to the end of the semester and the final peer review. This information will also be used to determine part of your final grade (if necessary). Please carefully complete the peer review forms. Your feedback will be very helpful to your team members.

The completed ***Peer-to-Peer Observational Review*** *forms* will be given to Dr. Walker only. To ensure confidentiality, Dr. Walker will share summary information contained in them with each team member, not the actual completed forms. Students should use the feedback received from their instructor as a tool to help identify areas of their performance that need improvement. Forms will be shared with the advisor if it is deemed appropriate

Submission Rules:

* Due from each team at the end of every two presentations by team being evaluated
* Turn in reviewed forms by email to Dr. Walker
* You are required to complete performance summaries for all group members, excluding yourself. Be sure to ***duplicate*** the necessary forms ***prior*** to marking them.
* You may also (not required) evaluate members of your own Team

1. Performance should be evaluated using the performance indicators shown in the chart below:

|  |  |
| --- | --- |
| **Performance**  **Score** | **Definitions** |
| 5 | Greatly exceeds expectations on challenging work |
| 4 | Consistently accomplishes far more than expected |
| 3 | Performs to expectations, meets minimum requirements |
| 2 | Sometimes meets minimum but requires improvement |
| 1 | Unsatisfactory performance, deficiencies |

**Performance Summary of**

**Group Members**

**One Evaluation per Team, of each individual Member of the Team you have been observing**

**(Your entire Team must have consensus vote agreement on score assigned to each member of the Observed Team)**

***do not evaluate yourself***

Name of Evaluating Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Advisor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Team and the Person on that Team Being Evaluated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Skills and Behaviors* | *1* | *2* | *3* | *4* | *5* |
|  | Unsatisfactory | Sometimes meets req’s. | Meets req’s. | Consistently exceeds | Greatly exceeds |
| Planning |  |  |  |  |  |
| Decision Making |  |  |  |  |  |
| Time Management |  |  |  |  |  |
| Problem Solving |  |  |  |  |  |
| Technical Knowledge |  |  |  |  |  |
| Flexibility |  |  |  |  |  |
| Motivation |  |  |  |  |  |
| Reliability |  |  |  |  |  |
| Teamwork |  |  |  |  |  |
| Written Communication |  |  |  |  |  |
| Oral Communication |  |  |  |  |  |
| Gets Results/Contributes |  |  |  |  |  |

**OVERALL SCORE: \_\_\_\_.\_\_\_\_** Score must be between 1 and 5. It should represent your assessment of this individual’s overall project performance (with relative weights for each category above assigned as you deem appropriate).

1. What is the overall level of performance you observe from this individual (e.g. accomplishments, contributions to project, etc.)?
2. What are his/her strengths?
3. In what areas does he/she need the most improvement?
4. Have you noticed any improvements or decline in his/her performance? Cite specific examples.