Team Member Evaluation Form

Evaluate each team member based on their performance and contributions during the assignment. For each category, select the level that best represents their participation. Provide additional comments if necessary. Place an X in the box that best matches their efforts and performance.

Team Member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Evaluation Criteria | | Fail | Pass | Merit | Distinction |
| Participation | Did the team member actively engage in tasks and discussions, or were they minimally involved? |  |  |  |  |
| Problem-Solving Skills | Did they contribute effectively to troubleshooting and resolving challenges? |  |  |  |  |
| Teamwork and Collaboration | Did they communicate and cooperate well with other team members |  |  |  |  |
| Technical Contributions | Did they demonstrate technical proficiency and provide valuable input to the project? |  |  |  |  |
| Leadership and Initiative | Did they take ownership of tasks and proactively contribute to the team’s success? |  |  |  |  |

Team Member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| Evaluation Criteria | | Fail | Pass | Merit | Distinction |
| Participation | Did the team member actively engage in tasks and discussions, or were they minimally involved? |  |  |  |  |
| Problem-Solving Skills | Did they contribute effectively to troubleshooting and resolving challenges? |  |  |  |  |
| Teamwork and Collaboration | Did they communicate and cooperate well with other team members |  |  |  |  |
| Technical Contributions | Did they demonstrate technical proficiency and provide valuable input to the project? |  |  |  |  |
| Leadership and Initiative | Did they take ownership of tasks and proactively contribute to the team’s success? |  |  |  |  |

Team Member 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| Evaluation Criteria | | Fail | Pass | Merit | Distinction |
| Participation | Did the team member actively engage in tasks and discussions, or were they minimally involved? |  |  |  |  |
| Problem-Solving Skills | Did they contribute effectively to troubleshooting and resolving challenges? |  |  |  |  |
| Teamwork and Collaboration | Did they communicate and cooperate well with other team members |  |  |  |  |
| Technical Contributions | Did they demonstrate technical proficiency and provide valuable input to the project? |  |  |  |  |
| Leadership and Initiative | Did they take ownership of tasks and proactively contribute to the team’s success? |  |  |  |  |

Team Member 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| Evaluation Criteria | | Fail | Pass | Merit | Distinction |
| Participation | Did the team member actively engage in tasks and discussions, or were they minimally involved? |  |  |  |  |
| Problem-Solving Skills | Did they contribute effectively to troubleshooting and resolving challenges? |  |  |  |  |
| Teamwork and Collaboration | Did they communicate and cooperate well with other team members |  |  |  |  |
| Technical Contributions | Did they demonstrate technical proficiency and provide valuable input to the project? |  |  |  |  |
| Leadership and Initiative | Did they take ownership of tasks and proactively contribute to the team’s success? |  |  |  |  |

Team Member 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Evaluation Criteria | | Fail | Pass | Merit | Distinction |
| Participation | Did the team member actively engage in tasks and discussions, or were they minimally involved? |  |  |  |  |
| Problem-Solving Skills | Did they contribute effectively to troubleshooting and resolving challenges? |  |  |  |  |
| Teamwork and Collaboration | Did they communicate and cooperate well with other team members |  |  |  |  |
| Technical Contributions | Did they demonstrate technical proficiency and provide valuable input to the project? |  |  |  |  |
| Leadership and Initiative | Did they take ownership of tasks and proactively contribute to the team’s success? |  |  |  |  |