Individual Contributions: Team Member Evaluations

A performance appraisal provides a periodic opportunity for communication between the person who assigns the work and the person who performs it, to discuss what they expect from each other and how well those expectations are being met. At least three times during the semester and especially after completing the team business plan, weeks 8 and 14, you should write at least two paragraphs of evaluation for each person in your group. Assume that you are the “manager” of your group, and it is time for a review of your co-workers’ efforts. Here are some of the possibilities:

The individuals’ dependability
His or her contribution of ideas
The “quality” of his or her ideas
The quality of effort put forth – motivation
Ability to work harmoniously with others
Leadership demonstrated
Interpersonal communication skills – listening, getting/giving information
Follow through on commitments
Productivity – the individual amount of work done on the project
The “quality” of work done on the project
Attitude – about the project, toward others, etc.
Whether you would choose this person to work with on an even bigger project
Suggestions for areas for improvement

Your qualitative remarks should be collected and assessed to determine the “health” of the team effort. The remarks should also be sent to Dr. Bell to keep him apprized as to the team progress.

Thank you.
Leadership duties for Mr. Mister, Inc.

From: [Redacted]
To: Dr. Bell
Cc: Leadership duties for Mr. Mister, Inc.
Subject: Leadership duties for Mr. Mister, Inc.
Sent: 4/29/2005 5:00 PM
Importance: Normal

Dr. Bell:

You have requested an e-mail detailing the duties I performed as the Leader of my team. I guess the most efficient way to go about this is with a bulleted list... so here goes:

- Set meeting times
- Set meeting agenda
- Set deadlines and stick to them
- Paid the members on the back that needed a push in order to produce
- E-mailed the notes from each meeting and recognized the individuals contributing by putting their names in bold to inspire them to continue working
- Gave all members an opportunity to offer ideas at each meeting... many of which were incorporated in the plan
- Divided up paper based on each team member's strengths... so not all individuals were writers, for example
- Fielded all question-emails/complaints related to plan
- Dealt with certain members' temper-tantrums by utilizing the ever popular time-out method ;)
- Organized overall structure of paper
- Wrote one-third of the paper
- Continually bounced ideas of team members for their input
- Continually asked for ideas and input from team members
- Resolved to input from team members
- Gave specific directions, especially to undergrads, as to what was needed for the plan
- Organized the oral presentation, broken down by minutes
- Gave bulleted lists (to those that needed it) as to what to say for their presentation
- Lead the practices of the Oral presentation
- Maintained camaraderie
- Forced some students to step up to the plate... the ones I knew could succeed without me holding their hand
- Delegated, delegated, delegated
- Kept everyone focused through to the end
- Was tough when needed to be
- Followed through
- Worked hard and led by example
- Managed to get to the end with everyone still friends ;)

I will say that I could not have completed this paper without help from Paul and John. All of the other members did do what was asked of them, albeit it wasn't as much as John, Paul and Yoko--I mean me! In the end, given 15 weeks, we feel we produced a solid plan. However, we know there is still a lot left to be done to really put the Plan into action. Thanks for a very challenging semester!

-Monica-