

Your name: _____

ESD.10 360° Colleague Evaluation Form – Fall 2006
Fill out a form for each colleague on your term project team.

Colleague's name: _____

Areas of excellence and improvement

With respect to the colleague named above, please evaluate the following areas by placing an 'X' in the appropriate box below. Each statement in the first column completes the phrase "My colleague..."

Area	Needs <u>great</u> improvement	Needs a little improvement	Acceptable	Good	Excellent	Not enough opportunity to observe
...conducts himself / herself in a professional manner						
...shows me respect						
...encourages me to share my ideas and opinions						
...communicates information effectively to me						
...works constructively in our team						
...takes responsibility for his / her own work						
...shares responsibility for the overall work of the team						
...takes initiative and follows through						
...attends team meetings						
...promptly completes tasks						
...shares equally in the work						

Please list three strengths of this colleague:

- 1.
- 2.
- 3.

Please list the three areas of improvement for this colleague, and explain how he / she might improve.

- 1.
- 2.
- 3.

If you wish, please elaborate or make clarifications below.