

**Teamwork Skills Assessment**  
**California State Polytechnic University, Pomona**  
**College of Business Administration**

This form is being used to collect data for the assessment of our graduate program. Data collected will be used for overall assessment purposes only, and *will not* affect your grade in the course.

<b>Date Completed</b>	<b>Course Name</b>	<b>Course Number</b>	<b>Instructor</b>

**Instructions:** Please rate each member (including yourself) in your group on a scale of 1 to 4, with 4 being best, and 1 being worst on categories A through E.

	<b>Categories</b>	<b>Student 1</b>	<b>Student 2</b>	<b>Student 3</b>	<b>Student 4</b>	<b>Student 5</b>	<b>Student 6</b>
A.	<b>Collaboration</b>						
B.	<b>Participation</b>						
C.	<b>Quality of Work</b>						
D.	<b>Availability</b>						
E.	<b>Timeliness</b>						

<b>Rating Criteria</b>					
		<b>4 (Best)</b>	<b>3</b>	<b>2</b>	<b>1 (Worst)</b>
<b>A.</b>	<b>Collaboration</b>	Listens to the ideas of others. Gives broad ideas and expands on them or encourages others to do so. Builds on contributions of others to deepen the discussion and improve the final product.	Listens well. Contributes ideas, but mainly those that do not deepen the discussion, instead maintaining it at current level.	Listens fairly well, but interrupts at times. Rarely deepens the discussion.	Overbearing, interrupts, doesn't allow discussion of ideas other than his/hers OR doesn't listen or contribute.
<b>B.</b>	<b>Participation</b>	Attends all meetings and comes well prepared to participate.	Attends most meetings and comes prepared to participate.	Attends meetings occasionally and comes reasonably prepared to participate.	Rarely attends meetings and is unprepared.
<b>C.</b>	<b>Quality of Work</b>	Quality of work is excellent. Material can be included as submitted.	Quality of work is good. Material can be included with minimal corrections.	Quality of work is acceptable, but sometimes needs to be checked/ redone by others.	Quality of work is unacceptable, and often needs to be redone by others.
<b>D.</b>	<b>Availability</b>	Consistently communicates progress to group. Is reachable and regularly checks messages/e-mail. Talks to other group members often.	Stays in fairly good touch with the group, but is occasionally difficult to contact.	Is unreachable but initiates communication with others occasionally.	Is unreachable and does not communicate about the group project.
<b>E.</b>	<b>Timeliness</b>	Always completes his/her share of the work on time. Ensures that project is always on track for timely completion.	Usually completes work on time. Overall project completion is not impacted.	Has a tendency to not complete work on time. Group has to sometimes make adjustments to account for his/her procrastination.	Rarely completes work on time. Lack of timeliness has a significant negative impact on the completion of the project.