GROUP EVALUATION FORMAT

Group Evaluation	Rating
Each member should read and evaluate each statement and then place rating in right column. RATINGS: 1=Always, 2=Often, 3=Sometimes, 4=Occasionally, 5=Never	
Group Name:	
Statement	Rating
ROLES	
1. Leader kept team members focused and encouraged participation.	
2. Members all participated and completed their actions on time.	
3. Recorder kept accurate records and provided historical data as needed.	
4. Sponsor knew their role and helped, as appropriate.	
MEETINGS	
5. Meetings were prepared with agenda and accomplished within start/end timeframe.	
6. Appropriate methods for idea generation, problem solving, and/or decision-making were utilized.	
7. Group and other meetings held only when it aided progress of accomplishments.	
8. Meetings were evaluated and suggestions for improvement implemented.	
GROUP	
9. Reason for Existence was defined and agreed to.	
10. Potential for Accomplishment listed and achieved.	
11. Procedures were established and adhered to.	
12. Planned and held celebrations as appropriate.	
SPECIFIC (enter items directly related to type of group that should be evaluated)	
13.	
14.	
15.	
16.	
Average Score (Response Total divided by Number of Statements completed)	
An average score of 3 or greater may indicate a need to learn more about group dynamics. A score of 2 or less indicates group is on the right track., However, group should evaluate how to improve any statements with a response of 2 or greater.	

* NOTE: It is permissible to copy this page for group use as practice.

         http://www.geocities.com/slee_rightfit/