# Self and Peer Evaluation Tool

# Estimated time: 3 minutes

## Learning outcomes:

*After you complete this lesson, you will be able to:*

* draft constructive feedback as you evaluate your own and your teammates' performance
* reflect on your own efforts and identify ways you may be able to enhance your performance

# What is a peer-evaluation and why does it matter?

Evaluating our peers and our own performance in a team assignment can help us identify areas we need to develop in, as well as our strengths and skills.

This formative self and peer-evaluation tool will help you draft constructive feedback about your own and your peers’ performance/work on a recent assignment, using a structured guide. Engaging in this exercise will also help you further develop and advance your metacognitive capacity by thinking more critically about your own work through the evaluation of your peers.

## Evaluation Criteria

You will be assessing your team members on the following 5 areas:

1. Contributes meaningfully to team discussions
2. Contributions outside of team meetings
3. Facilitates teamwork
4. Fosters team climate
5. Manages direct/ indirect conflict

## Instructions

Evaluate your team members by identifying the extent (Always, Usually, Sometimes, Rarely, Never) to which they achieved the following criteria. Provide a short constructive comment for each team member, including yourself.  
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*e.g., Yasmin attended all team meetings. She always contributed to team discussions by actively listening to others and building on shared ideas. She came prepared to every team meetings with all assigned tasks completed.*  
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### Contributes meaningfully to team discussions

Participates actively and contributes meaningfully to the discussion by coming prepared to meetings, completing assigned tasks in time, building on existing ideas during discussion and suggesting solutions.

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### Contributions outside of team meetings

Completes their fair share of work in time, updates team on progress, is open to feedback, and is willing to support/help team members improve their work as well.

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### Facilitates teamwork

Facilitates discussions and promotes cooperation by encouraging others to share their ideas.

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### Fosters team climate

Displays a positive attitude (e.g., used positive tone and body language), is polite towards others, is constructive in communication (able to give and receive constructive feedback), and actively listens to others.

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### Manages direct/indirect conflict

Responds to conflict directly and constructively, helps to manage/resolve conflict in ways that strengthens the overall team cohesiveness and subsequent effectiveness.

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**Source:** Adapted by PATHS, York University from the Association of American Colleges and Universities (AAC&U) Teamwork VALUE Rubric (retrieved from <https://www.aacu.org/value-rubrics>).



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