

EE492 Engineering Design II
Self/Peer Review
Fall 2005

Personnel reviews are a part of project management responsibilities. You will be having regular reviews with your boss and will need to provide reviews of those you supervise. This is really a hard, but necessary, thing to do. To give you some practice we are asking you to do this for yourself and your project partners. The letter grades you give to yourself and your project partners will be ABSOLUTELY confidential. I will factor them into your final EE492 class grade. There will be two “evaluations”, one at midterm and one at the end of the semester.

Letter Grade Guidelines

You can decide how to rate yourself and your team members on a letter grade scale in the following three areas, but here are some thoughts you might consider to help you come up with a grade:

Quality of Work:

- A: Has done exceptional work consistently and reliably. Exceeds expectations.
- A-: Is doing very good work; does what is promised.
- B: Work and progress on the project is good, but “nothing to write home about.”
- B-: Work and accomplishment are lagging what is needed.
- C: Doing the minimum to get by; work is of marginal quality.
- D: Has done minimal work or very poor quality work.
- F: Has basically dropped out from the project and is not contributing in any way.

Team Membership:

- A: Has been an *integral* and *important* team member; has made *significant* contributions to the overall solution; attends and participates in all team meetings.
- A-: Is a *helpful* team member; contributes time and effort to solving problems; participates in team meetings.
- B: Effective worker; team interaction is *adequate*.
- B-: Only sporadic team interaction; has not been effective in providing a team solution.
- C: Does not contribute to the overall team effort.
- D: Works separately with little or no interaction with the team.
- F: Has basically dropped out from the project and is not contributing in any way.

Communications:

- A. Documents work *exceptionally* well; has *exceptional* communication skills.
- A-: Documents all work; communicates effectively with the team and sponsor.
- B: Documentation and communication skill are adequate.
- B-: Documentation is only marginally helpful; communication skills need improvement.
- C: Documentation and communication skills are below expectations.
- D: Produces no useful documentation of work done; communication skills poor.
- F: Has basically dropped out from the project and is not contributing in any way.

EE492 Peer Grading Fall 2005

Project Name: _____

Date: _____

My Name: _____

Signature: _____

My Grade (circle one in each category):

Quality of Work:	A	A-	B	B-	C	D	F
Team Membership:	A	A-	B	B-	C	D	F
Communications:	A	A-	B	B-	C	D	F

Comments:

Project Partner: _____

Partner's Grade (circle one in each category):

Quality of Work:	A	A-	B	B-	C	D	F
Team Membership:	A	A-	B	B-	C	D	F
Communications:	A	A-	B	B-	C	D	F

Comments:

Project Partner: _____

Partner's Grade (circle one in each category):

Quality of Work:	A	A-	B	B-	C	D	F
Team Membership:	A	A-	B	B-	C	D	F
Communications:	A	A-	B	B-	C	D	F

Comments: