

## Nature in the Neighborhood: Peer Assessment Report

Your Name:

Peer's Name:

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It is common in organizations that you are asked to assess your superiors, employees, and peers. This is an important skill for you to develop. The most difficult part of this task is to force yourself to be objective and unbiased. Particularly in a case where things have not gone well, it is a natural inclination to find others to blame. Try to ask yourself first: "What could I have done differently to make this project more successful." Then, look at the situation from the perspective of your peer and assess areas where they were particularly successful and areas where they could use some improvement. Remember, everybody has particular strengths and weaknesses; it is our job as colleagues to help them identify areas they need to work on as well as talents they can use to their best advantage.

**Please use the following scale:**

1. Contributions were minimal to zero.
2. Willing, but not very successful.
3. Average- did the basics, no special effort.
4. Above average- willing, able, successful, and made a special effort.
5. Outstanding- Special effort that was critical to the success of the project.
- X. Was not a member of any of the teams I participated in.

**Some criteria:**

- Good attendance at meetings and usually on time?
- Usually met the deadlines or reasonably close.
- Did they accept constructive criticism and respond well to it?
- Was this person good at contributing and sharing ideas?
- Did this person do a fair share of the grunt work?

**Assessment questions (write a score and make comments):**

1. Biodiversity surveys: did they show up when and where they said they would?

Score: \_\_\_\_\_

2. Biodiversity surveys: Willing to do the dirty work?

Score: \_\_\_\_\_

3. Biodiversity surveys: Positive attitude and enthusiasm?

Score: \_\_\_\_\_

4. Outreach: Did they show up when and where they said they would?

Score: \_\_\_\_\_

5. Outreach: Contributions to research/grunt work for the project?

Score: \_\_\_\_\_

6. Outreach: Contributions to the writing and presentation for the project?

Score: \_\_\_\_\_

7. General: Good communication (via email and/or phone)?

Score: \_\_\_\_\_

**8. Write general comments on the back of this form.**