**Peer Review Template**

Peer review is widely recognized for advancing student learning, in particular for developing reflective processes like critical thinking.

The classroom is ripe for peer review because the subject matter is fresh and in‐depth interactivity is possible.

Peer Review offers you the opportunity to provide constructive feedback to others regarding their performance. You will also receive

constructive feedback from class members on your performance. The purpose of peer review is to help you and those you have worked with during the semester to advance beyond your current performance. Work is never done in a vacuum, and peer reviews demonstrate the way in which all of us must collaborate with co‐workers in the future for the advancement of society and our careers. This feedback will also allow for class participation grades to be awarded appropriately. Your responses will be kept confidential; only summary data will be shared with team members.

**The tone of your critique**

* Be honest (yet constructive and polite) in your evaluation.

**Honor Pledge:** To the best of my recollection and ability, the following ratings and critique accurately reflect the performance of my

peers.

Name/Signature:

1

**Peer Evaluation Short Form\***

Evaluate each member by identifying the number that best reflects the extent to which he/she participated, prepared, helped the group excel and was a team player. Use the following ratings:

*4 ‐ Usually (over 90% of the time)*

*3 ‐ Frequently (more often than not)*

*2 ‐ Sometimes (less than half the time)*

*1 ‐ Rarely (never or once in a great while)*

**Preparation**

Prepared for team meetings; has read course material and understands the issues and subject matter; completes team assignments on time; attends and is on time for team meetings.

**Participation & Communication**

Articulates ideas effectively when speaking or writing; submits papers without grammatical errors; listens to others; encourages others to talk; persuasive when appropriate.

**Helps Group Excel**

Expresses great interest in group success by evaluating ideas and suggestions; initiates problem solving; influences and encourages other to set high standards; doesn't accept just any idea but looks for the best ideas; stays motivated from beginning to end of projects.

**Team Player (Cooperation)**

Knows when to be a leader and a follower; keeps an open mind; compromises when appropriate; can take criticism; respects others.

↓

**Team Player**

**MEMBER NAME**

**Helps Group Excel**

**Communication**

**Preparation**

Name1

Name2

Name3

Name4

Name5

Name6

Name7

\*Adapted from "Peer Evaluation Short Form," published by D. F. Baker (2008) in the Journal of Management Education, 32(2), 205.

2

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**Percentage Rating**

Please rate each team member with a percentage grade, based upon their participation and performance as a team member. If all team

members exceeded expectations for participation and performance, you may award each team member 100%. However, such circumstances rarely occur, and it is important for you to be forthright in your evaluation. Please take time to consider what an appropriate participation “grade” would be for each team member. For your reference, the grading scale for the class is as follows:

A

B+ C+ D+ F

90% ‐ 100%

86% ‐ 89%

76% ‐ 79%

66% ‐ 69%

Below 60%

B

C D

80% ‐ 85%

70% ‐ 75%

60% ‐ 65%

Name:

Name1

Percentage Score:

Name:

Name2

Percentage Score:

Name:

Name3

Percentage Score:

Name:

Name4

Percentage Score:

Name:

Name5

Percentage Score:

Name:

Name6

Percentage Score:

Name:

Name7

Percentage Score:

**Narrative Comments/Critique for Instructor Only**

3

**Narrative Comments/Critique for Team Members**

Use constructive criticism and compliments to assess each team member regarding their involvement in the class and team projects.

Each team member will have access to her/his comments that you provide here, unless the instructor deems them inappropriate.

Name:

Name1

Contribution:

Name:

Name2

Contribution:

Name:

Name3

Contribution:

Name:

Name4

Contribution:

Name:

Name5

Contribution:

Name:

Name6

Contribution:

Name:

Name7

Contribution:

4

**Interim Peer Review Summary for Joe Sample**

**Peer Evaluation Short Form**[1]‐ Means Reported for Individual and Team

*Note:*

*4 ‐ Usually (over 90% of the time)*

*3 ‐ Frequently (more often than not)*

*2 ‐ Sometimes (less than half the time)*

*1 ‐ Rarely (never or once in a great while)*

**Percentage Rating** *– Means Reported for Individual and Group*

**Peer Evaluation Score for Course Grade Purposes**

1. Peer Eval Short Form Score = Overall Mean X 12.5 =
2. Percentage Rating Score = Mean % X 0.50 =

44.38

46.50

**Narrative Comments/Critique from Team Members**

Joe is really good at helping us talk through conflicts that we encounter when trying to decide upon what answers to put for our Team RAT''s. He always seems to offer up a different perspective that none of the others have thought of. My one concern is that the class is not high on his list of priorities because he has not been to either of our meetings outside of class, but he did have good reasons why he couldnt be.

You can tell that he wants to contribute to the team. However, it would be better if he spoke up more often and shared more ideas and input with the group. He seems a bit passive.

good contribution to group discussion. Needs to speak up when he has a different answer than the group.

He is a great member of the team, he is prepared for the RATs. He could be more vocal in the group setting.

Good team worker. Often very quiet ‐ does not express opinions very often.

[1] Adapted from "Peer Evaluation Short Form," published by D. F. Baker (2008) in the Journal of Management Education, 32(2), 205.

C. Total Individual Peer Evaluation Score = A + B =

**90.88**

Joe Sample

93%

Entire Group

96%

**Team Player**

**Helps Group Excel**

**Communication**

**Preparation**

**Overall**

**Mean**

Joe Sample

3.60

3.60

3.40

3.60

3.55

Entire Group

3.90

3.80

3.87

3.83

3.85

**Final Peer Review Summary for Joe Sample**

**Peer Evaluation Short Form**[1]‐ Means Reported for Individual and Team

*Note:*

*4 ‐ Usually (over 90% of the time)*

*3 ‐ Frequently (more often than not)*

*2 ‐ Sometimes (less than half the time)*

*1 ‐ Rarely (never or once in a great while)*

**Percentage Rating** *– Means Reported for Individual and Group*

**Peer Evaluation Score for Course Grade Purposes**

1. Peer Eval Short Form Score = Overall Mean X 12.5 =
2. Percentage Rating Score = Mean % X 0.50 =

46.25

47.40

**Narrative Comments/Critique from Team Members**

Joe was very helpful during our RAT's. He did not back down when he thought he knew the answer, which in some cases was very helpful and allowed us to get the right answer. I could definitely see growth from the beginning of our project to the end, and i think that he grew as a leader througout the semester. He was not always present for meetings, but typically had valid excuses. He was a good contributor to the team.

he was always prepared for anything he was assigned for our group. He held his weight. He was gone a bit because of proior engagements, but he still managed to be complete everything necessary to help our team be successful.

Good input in group dicussion

Joe was a great team member this semester. He did what needed to be done to make the team successful.

Works hard, but does not attend all meetings or classes for being out of town. Sometimes offers negative comments/does not stay positive during group

work.

[1] Adapted from "Peer Evaluation Short Form," published by D. F. Baker (2008) in the Journal of Management Education, 32(2), 205.

C. Total Individual Peer Evaluation Score = A + B =

**93.65**

Joe Sample

95%

Entire Group

97%

**Team Player**

**Helps Group Excel**

**Communication**

**Preparation**

**Overall**

**Mean**

Joe Sample

3.80

3.60

3.60

3.80

3.70

Entire Group

3.93

3.90

3.80

3.83

3.87

**Interim Peer Review Summary for Sally Sample**

**Peer Evaluation Short Form**[1]‐ Means Reported for Individual and Team

*Note:*

*4 ‐ Usually (over 90% of the time)*

*3 ‐ Frequently (more often than not)*

*2 ‐ Sometimes (less than half the time)*

*1 ‐ Rarely (never or once in a great while)*

**Percentage Rating** *– Means Reported for Individual and Group*

**Peer Evaluation Score for Course Grade Purposes**

1. Peer Eval Short Form Score = Overall Mean X 12.5 =
2. Percentage Rating Score = Mean % X 0.50 =

49.38

49.00

**Narrative Comments/Critique from Team Members**

She is a great leader! She knows how to facilitate a meeting well and how to stay organized and on top of things. She is so great to work with and always tries to be fair to everyone when we divide up the work. I really appreciate how she knows how to take charge but never comes off as demanding or bossy. She is a natural leader, but also knows when it is more appropriate for her to just follow.

Good organization, and communication skills. Great job with putting the proposal together!

She has done a great job, she has taken on a leadership role within the team. She Is prepared for the RATs and has done a very good job.

She has great ideas and always strives to get everything accomplished. She is very organized. She likes to be the leader of the group and usually does a good

job of it. Sometimes it might be beneficial if she would step back a little and let others lead more. She is a great team member.

Sally has done an excellent job acting as the facilitator of team discussions. She is able to focus our group when necessary and provides structure to group

discussions.

[1] Adapted from "Peer Evaluation Short Form," published by D. F. Baker (2008) in the Journal of Management Education, 32(2), 205.

C. Total Individual Peer Evaluation Score = A + B =

**98.38**

Sally Sample

98%

Entire Group

96%

**Team Player**

**Helps Group Excel**

**Communication**

**Preparation**

**Overall**

**Mean**

Sally Sample

4.00

4.00

4.00

3.80

3.95

Entire Group

3.90

3.80

3.87

3.83

3.85

**Final Peer Review Summary for Sally Sample**

**Peer Evaluation Short Form**[1]‐ Means Reported for Individual and Team

*Note:*

*4 ‐ Usually (over 90% of the time)*

*3 ‐ Frequently (more often than not)*

*2 ‐ Sometimes (less than half the time)*

*1 ‐ Rarely (never or once in a great while)*

**Percentage Rating** *– Means Reported for Individual and Group*

**Peer Evaluation Score for Course Grade Purposes**

1. Peer Eval Short Form Score = Overall Mean X 12.5 =
2. Percentage Rating Score = Mean % X 0.50 =

49.38

49.60

**Narrative Comments/Critique from Team Members**

Sally was a WONDERFUL teammate and I am so thankful to have had her on my team! She was always willing to step up and lead when no one else would, and she was great at leading. Sometimes she may have seemed a little overbearing, but I think that it was necessary and appropriate when others would not cooperate. She is very good at paying attention to details and at making sure we covered everything important for our project. She was definitely a key part of our teams success.

She really took charge, and took the role of team leader. Her focus led to our teams success, though sometimes it could come off as overpowering.

Sally was great all semester for our team. She really stepped up to the plate as a team leader. She was always working hard and got everyone involved. She

was an invaluable asset to our team.

served as our team leader in most situations. Definitely put a lot of effort into our project and held things together. Could have been a bit more flexible and given others the opportunity to step up in certain situations. Over all, a very good team member.

Sally has done an excellent job acting as the facilitator of team discussions. She is able to focus our group when necessary and provides structure to group

discussions. She is always prepared and is willing to work on any project necessary for team success.

[1] Adapted from "Peer Evaluation Short Form," published by D. F. Baker (2008) in the Journal of Management Education, 32(2), 205.

C. Total Individual Peer Evaluation Score = A + B =

**98.98**

Sally Sample

99%

Entire Group

97%

**Team Player**

**Helps Group Excel**

**Communication**

**Preparation**

**Overall**

**Mean**

Sally Sample

3.80

4.00

4.00

4.00

3.95

Entire Group

3.93

3.90

3.80

3.83

3.87