

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: _____

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)

2 - Sometimes (less than half the time)

3 - Frequently (more often than not)

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.				
	↓	↓	↓	↓
MEMBER NAME	Team Player	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.

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:

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) 2 - Sometimes (less than half the time)
 3 - Frequently (more often than not) 1 - Rarely (never or once in a great while)

	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

Percentage Rating – Means Reported for Individual and Group

Joe Sample	93%
Entire Group	96%

Peer Evaluation Score for Course Grade Purposes

A. Peer Eval Short Form Score = Overall Mean X 12.5 =	44.38
B. Percentage Rating Score = Mean % X 0.50 =	46.50
C. Total Individual Peer Evaluation Score = A + B =	90.88

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 couldn't 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.

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) 2 - Sometimes (less than half the time)
 3 - Frequently (more often than not) 1 - Rarely (never or once in a great while)

	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

Percentage Rating – Means Reported for Individual and Group

Joe Sample	95%
Entire Group	97%

Peer Evaluation Score for Course Grade Purposes

A. Peer Eval Short Form Score = Overall Mean X 12.5 =	46.25
B. Percentage Rating Score = Mean % X 0.50 =	47.40
C. Total Individual Peer Evaluation Score = A + B =	93.65

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 throughtout 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 prior 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.

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) 2 - Sometimes (less than half the time)
 3 - Frequently (more often than not) 1 - Rarely (never or once in a great while)

	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

Percentage Rating – Means Reported for Individual and Group

Sally Sample	98%
Entire Group	96%

Peer Evaluation Score for Course Grade Purposes

A. Peer Eval Short Form Score = Overall Mean X 12.5 =	49.38
B. Percentage Rating Score = Mean % X 0.50 =	49.00
C. Total Individual Peer Evaluation Score = A + B =	98.38

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.

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) 2 - Sometimes (less than half the time)
 3 - Frequently (more often than not) 1 - Rarely (never or once in a great while)

	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

Percentage Rating – Means Reported for Individual and Group

Sally Sample	99%
Entire Group	97%

Peer Evaluation Score for Course Grade Purposes

A. Peer Eval Short Form Score = Overall Mean X 12.5 =	49.38
B. Percentage Rating Score = Mean % X 0.50 =	49.60
C. Total Individual Peer Evaluation Score = A + B =	98.98

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.