

## Peer Evaluation Process Instructions

Teams in the contemporary business environment need to be effective quickly. Musselwhite (2007) states: "People must work closely together, wear many hats, and work effectively across the organization to get tasks accomplished quickly enough to remain competitive" (para 2). Factors that aid in this effectiveness are self-assessment and timely and accurate feedback to team members and leaders.

In the fast-paced game play of the Marketplace simulation, as well as when working on your Team Introduction Paper and Final Team Presentation, each team member must be able to give objective feedback, receive this feedback in a spirit of continuous improvement, and make changes to increase team effectiveness.

There will be three times when formal feedback is required for all team members: Units 2, 4, and 6.

The evaluation process rarely takes more than 10 minutes to complete, and it provides comprehensive and targeted feedback to each team member. The evaluation survey will ask you questions in these areas and will be used to help evaluate team performance in the simulation and the Final Team Presentation.

**Part I** How does this person work on the team?

**Part II** How does this person work with you?

**Part III** How helpful has this person been to the team?

**Part IV** Has this person's behavior weakened the performance of the team?

**Part V** Please offer comments about teammate's performance, including his or her strength as a team member and areas for improvement. **In your comments, please include information on all team-related activities, not just simulation game play.**

## Evaluation Process

1. Your instructor will create an evaluation, and you will receive an email from your instructor through Marketplace when it is available. You will be able to complete the evaluation the next time you log into the Marketplace simulation. You must complete the evaluation by **Tuesday night at 11:59 ET. Please do not complete the evaluation prior to the end of the unit so you can provide complete and comprehensive data.**
2. The welcome screen will take you through each step of the process, which includes confidentially evaluating all team members and yourself.
3. The scores will be tabulated, and you will receive a report that contains the information collected from the evaluation.
4. **Note: You cannot see your scores until you have completed all of your Peer Evaluations.**

**Grading**

You will receive points for completing the online Peer Evaluation during Units 2, 4, and 6. In addition, the three Peer Evaluations that you complete will help the instructor assess the participation grade in the Unit 6 Final Team Presentation.