**The Handout ‘Self-Evaluation and Peer Evaluation’**

**User Guide**

(a) in the handout you may use the most suitable handout for self-evaluation and peer evaluation;

(b) you may change the ‘Teamwork Agreement’ to meet your group’s or team’s standards; a template for writing a S.M.A.R.T. Goals will help you to set objectives; Self, Peer, Group Evaluation of Project will help you to estimate each other’s strengths; ‘Glow and Grow’ is a fantastic tool for any evaluation of a work;

(c) the feedback on improving the handout is welcomed. :)

The two samples of Teamwork Agreement will give you and your group or team an opportunity to set the objectives and follow them successfully (University of British Columbia, 2017).

**Teamwork contract (Sample Teamwork Agreement #1)**

To advance the teamwork and communication of the ‘team name’ team, we have created this collaboration agreement to define how we will work together.

Each member of the team is responsible and accountable to uphold our collaboration values as we work together to improve our teamwork and communication as well as the outcome of our patients/clients.

**The collaboration values we commit to be accountable include:**

* Respect
* Direct communication
* A commitment to complete tasks for which we are responsible
* Kindness
* Appreciation of each other
* Trust

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**Where differences arise, our team is committed to resolving conflict by:**

* Addressing differences in a timely, open and honest manner and
* Resolving issues at the staffing level at which they occur.

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**Teamwork contract (Sample Teamwork Agreement #2)**

To advance the teamwork and communication of the ‘team name’ team, we have created this teamwork agreement to define how we will work together.

Each member of the team is responsible and accountable to uphold our teamwork agreement as we work together to improve our teamwork and communication as well as the outcome of our patients/clients.

**The teamwork agreement we commit to:**

* Be respectful of our team members
* Direct communication, rather than side bar conversations
* A commitment to complete tasks for which we are responsible
* Kindness and compassion towards each other
* Trust in each other
* Not being afraid to say “I don’t know” and ask for help
* Avoid interrupting others when they are speaking
* Holding each other accountable when someone is not acting in accordance with this agreement

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**Where differences arise, our team is committed to resolving conflict by:**

* Addressing differences in a timely, open and honest manner,
* Speaking to the people directly involved in the conflict first, before approaching a third party mediator, such as a manager or director, and
* Avoiding using blaming language. Use “I” language instead of “you” when talking about the issue

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S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions (University of California, 2017).

**Template for Writing a S.M.A.R.T. Goal**

Initial Goal (Write the goal you have in mind):

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**1. SPECIFIC** (What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)

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**2. MEASURABLE** (How can you measure progress and know if you’ve successfully met your goal?):

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**3. ACHIEVABLE** (Do you have the skills required to achieve the goal? If not, can you obtain them?

What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?):

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**4. RELEVANT** (Why am I setting this goal now? Is it aligned with overall objectives?):

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**5. TIME-BOUND** (What’s the deadline and is it realistic?):

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**S.M.A.R.T. GOAL** (Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):

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Setting up a successful Peer Review or Group and Self-Evaluation assignment creates the opportunity for you to analyse one another’s work and grow from the feedback you receive (Northwestern University, n.d.).

**Self and Peer Evaluation of Group Project**

**5** = Excellent work; was crucial component to group’s success

**4** = Very strong work; contributed significantly to group

**3** = Sufficient effort; contributed adequately to group

**2** = Insufficient effort; met minimal standards of group

**1** = Little or weak effort; was detrimental to group

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**Group and Self-Evaluation**

1. What tasks did you specifically complete for this project?
2. What do you think was your greatest strength from the list above?
3. What do you think was your weakness that you should work on in your next group project?
4. If you need to defend any of your answers, write comments here:

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Setting up a successful Peer Review or Group and Self-Evaluation assignment creates the opportunity for you to analyse one another’s work and grow from the feedback you receive (Northwestern University, n.d.).

**GLOW AND GROW**

First, state the facts of what work or actions you engaged in lesson/day/week/month, listed as simple statements.

Then, reflect on ‘**glows’**, or the things you’d like to keep doing more of in the future.

Lastly, consider ‘**grows’**, or opportunities to elevate or improve on the work.



Picture: canva.com



Picture: canva.com

**References:**

1. University of British Columbia. (2017). *Creating a Teamwork Agreement.* <https://bcpsqc.ca/wp-content/uploads/2018/03/1.0-Creating-a-Teamwork-Agreement.pdf>
2. University of California. (2017). *Performance Appraisal Planning 2016-2017. SMART Goals: A How to Guide*. <https://www.ucop.edu/local-human-resources/_files/performance-appraisal/How%20to%20write%20SMART%20Goals%20v2.pdf>
3. Northwestern University. (n.d.). Group Project Self and Peer Evaluation. <https://www.northwestern.edu/searle/docs/History%20and%20Philosphy%20Self%20and%20Peer%20Evaulation.pdf>
4. Slinkman, A.M. (2016). *A Simple Tool for Peer Feedback in the Art Room.* <https://theartofeducation.edu/2016/04/18/peer-feedback-helping-students-glow-grow/>

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