



# CATME

Peer Evaluation

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## Survey Results

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Your self-ratings were significantly lower than your teammates' ratings of your contributions to the team. The members of your team have indicated that you were a highly effective team member. Please try not to minimize the value of your contributions to the team.

## Contributing to the Team's Work

How You Rated Yourself			
How Your Teammates Rated You			
Average Rating for You and Your Team		Description of Rating	
		<ul style="list-style-type: none"> <li>Does more or higher-quality work than expected.</li> <li>Makes important contributions that improve the team's work.</li> <li>Helps teammates who are having difficulty completing their work.</li> </ul>	
		Demonstrates behaviors described immediately above and below.	
		<ul style="list-style-type: none"> <li>Completes a fair share of the team's work with acceptable quality.</li> <li>Keeps commitments and completes assignments on time.</li> <li>Helps teammates who are having difficulty when it is easy or important.</li> </ul>	
		Demonstrates behaviors described immediately above and below.	
		<ul style="list-style-type: none"> <li>Does not do a fair share of the team's work. Delivers sloppy or incomplete work.</li> <li>Misses deadlines. Is late, unprepared, or absent for team meetings.</li> <li>Does not assist teammates. Quits if the work becomes difficult.</li> </ul>	

Research suggests the following behaviors will improve your ratings in this area:

- Do a fair share of the team's work.
- Fulfill your responsibilities to the team.
- Come to team meetings prepared.
- Complete your work in a timely manner.
- Do work that is complete and accurate.
- Make important contributions to the team's final product.
- Keep trying when faced with difficult situations.
- Offer to help teammates when it is appropriate.

## Interacting with Teammates

How You Rated Yourself			
How Your Teammates Rated You			
Average Rating for You and Your Team			

Description of Rating			
			<ul style="list-style-type: none"> <li>• Asks teammates for feedback and uses their suggestions to improve.</li> <li>• Provides encouragement or enthusiasm to the team.</li> <li>• Makes sure teammates stay informed and understand each other.</li> <li>• Asks for and shows an interest in teammates' ideas and contributions.</li> </ul>
			Demonstrates behaviors described immediately above and below.
			<ul style="list-style-type: none"> <li>• Respects and responds to feedback from teammates.</li> <li>• Participates fully in team activities.</li> <li>• Communicates clearly. Shares information with teammates.</li> <li>• Listens to teammates and respects their contributions.</li> </ul>
			Demonstrates behaviors described immediately above and below.
			<ul style="list-style-type: none"> <li>• Is defensive. Will not accept help or advice from teammates.</li> <li>• Complains, makes excuses, or does not interact with teammates.</li> <li>• Takes actions that affect teammates without their input. Does not share information.</li> <li>• Interrupts, ignores, bosses, or makes fun of teammates.</li> </ul>

**Research suggests the following behaviors will improve your ratings in this area:**

- Communicate effectively.
- Facilitate effective communication in the team.
- Exchange information with teammates in a timely manner.
- Provide encouragement to other team members.
- Express enthusiasm about working as a team.
- Hear what teammates have to say about issues that affect the team.
- Get team input on important matters before going ahead.
- Accept feedback about strengths and weaknesses from teammates.
- Use teammates' feedback to improve performance.
- Let other team members help when it is necessary.

## Keeping the Team on Track

How You Rated Yourself			
How Your Teammates Rated You			
Average Rating for You and Your Team			
Description of Rating			
			<ul style="list-style-type: none"> <li>• Watches conditions affecting the team and monitors the team's progress.</li> <li>• Makes sure that teammates are making appropriate progress.</li> <li>• Gives teammates specific, timely, and constructive feedback.</li> </ul>
			Demonstrates behaviors described immediately above and below.
			<ul style="list-style-type: none"> <li>• Notices changes that influence the team's success.</li> <li>• Knows what everyone on the team should be doing and notices problems.</li> <li>• Alerts teammates or suggests solutions when the team's success is threatened.</li> </ul>

			Demonstrates behaviors described immediately above and below.
			<ul style="list-style-type: none"> <li>• Is unaware of whether the team is meeting its goals.</li> <li>• Does not pay attention to teammates' progress.</li> <li>• Avoids discussing team problems, even when they are obvious.</li> </ul>

- Stay aware of fellow team members' progress.
- Assess whether the team is making progress as expected.
- Stay aware of external factors that influence team performance.
- Provide constructive feedback to others on the team.
- Motivate others on the team to do their best.
- Make sure that everyone on the team understands important information.
- Help the team to plan and organize its work.

## Expecting Quality

How You Rated Yourself			
How Your Teammates Rated You			
Average Rating for You and Your Team		Description of Rating	
1	2	3	<ul style="list-style-type: none"> <li>• Motivates the team to do excellent work.</li> <li>• Cares that the team does outstanding work, even if there is no additional reward.</li> <li>• Believes that the team can do excellent work.</li> </ul>
4	5	6	<p>Demonstrates behaviors described immediately above and below.</p> <ul style="list-style-type: none"> <li>• Encourages the team to do good work that meets all requirements.</li> <li>• Wants the team to perform well enough to earn all available rewards.</li> <li>• Believes that the team can fully meet its responsibilities.</li> </ul> <p>Demonstrates behaviors described immediately above and below.</p>
7	8	9	<ul style="list-style-type: none"> <li>• Satisfied even if the team does not meet assigned standards.</li> <li>• Wants the team to avoid work, even if it hurts the team.</li> <li>• Doubts that the team can meet its requirements.</li> </ul>

- Expect the team to succeed.
- Believe that the team can produce high-quality work.
- Believe that the team should achieve high standards.
- Care that the team produces high-quality work.

## Having Related Knowledge, Skills, and Abilities

How You Rated Yourself	
How Your Teammates Rated You	

Average Rating for You and Your Team			
		Description of Rating	
	▶	<ul style="list-style-type: none"><li>• Demonstrates the knowledge, skills, and abilities to do excellent work.</li><li>• Acquires new knowledge or skills to improve the team's performance.</li><li>• Able to perform the role of any team member if necessary.</li></ul>	
▶		▶	Demonstrates behaviors described immediately above and below.
		<ul style="list-style-type: none"><li>• Demonstrates sufficient knowledge, skills, and abilities to contribute to the team's work.</li><li>• Acquires knowledge or skills as needed to meet requirements.</li><li>• Able to perform some of the tasks normally done by other team members.</li></ul>	
		Demonstrates behaviors described immediately above and below.	
		<ul style="list-style-type: none"><li>• Missing basic qualifications needed to be a member of the team.</li><li>• Unable or unwilling to develop knowledge or skills to contribute to the team.</li><li>• Unable to perform any of the duties of other team members.</li></ul>	

**Research suggests the following behaviors will improve your ratings in this area:**

- Have the skills and expertise to do excellent work.
- Have enough knowledge of teammates' jobs to be able to fill in if necessary.
- Have skills and abilities that other team members lacked.
- Be willing to develop new expertise to benefit the team.