



Group Leader Evaluation Form

Please download and print this two page form, and then, using a standard grading scale, A, B, C, D, F, please evaluate your group leader, **and yourself**, on the following criteria. After assigning the letter grade, please write comments in the blank space under each criterion. Label comments about the leader as (a), and comments about yourself as (b). For all comments, about both you and your leader, please be brief, general, constructive, honest, and kind. **ALL YOUR RESPONSES WILL BE KEPT STRICTLY CONFIDENTIAL.**

1. Communication Skills _____

Did the leader facilitate good communication with all group members throughout the duration of the project? Were communiqués clear, timely and helpful?

2. Planning Skills _____

Did the leader have a clear plan for group members, for how to get the project completed? Did he or she ask for volunteers or make assignments to be sure all tasks were covered?

3. Pro-activity _____

Did the leader initiate discussions, actively trouble-shoot, call the group together when necessary, remind group members of deadlines?



4. Dependability _____

Was the leader reliable? Did the leader follow up promises with action, deliver information when needed, provide help when necessary?

5. Organizational Skills _____

Was the leader organized, i.e., kept track of papers, was on time for meetings, kept track of the progress of the project, collected and handed in all documents on time?

6. Discussion Leadership _____

Did the leader do a good job of leading the group in discussion of topics and themes? Was the leader well prepared, did they ask good questions, were they knowledgeable about their topic?

7. Growth. _____

Did the leader get better at leading the group as the project continued? What skills improved the most, what skills still need attention? What did you most appreciate about this particular group leader?