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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Group Evaluation Template**

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| **Group Evaluation Template** | |
| **Group Name** | |
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| **1.Communication** | |
| **Q1:** How effectively did the group communicate throughout the project? | Your Answer |
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| **Q2:** Were team members responsive to communication (emails, messages, etc.) in a timely manner? | Your Answer |
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| **Q3:** Did the group utilize communication tools (e.g., meetings, messaging apps) appropriately? | Your Answer |
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| **2.Collaboration** | |
| **Q1:** How well did team members collaborate with each other? | Your Answer |
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| **Q2:** Did the group foster a collaborative and inclusive environment? | Your Answer |
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| **Q3:** Were there instances of conflicts, and if so, how were they resolved? | Your Answer |
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| **3.Contribution and Participation** | |
| **Q1:** Did each team member contribute equally to the project? | Your Answer |
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| **Q2:** Were there instances where a team member did not actively participate? | Your Answer |
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| **Q3:** Did team members take on assigned roles and responsibilities? | Your Answer |
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| **4.Leadership** | |
| **Q1:** If applicable, how effective was the group leader in facilitating and organizing team efforts? | Your Answer |
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| **Q2:** Did the group leader effectively delegate tasks and responsibilities? | Your Answer |
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| **Q3:** How well did the group respond to leadership? | Your Answer |
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| **5.Quality of Work** | |
| **Q1:** How satisfied are you with the overall quality of the group's work? | Your Answer |
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| **Q2:** Did the group meet the project requirements and objectives? | Your Answer |
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| **Q3:** Were tasks completed on time and at a high standard? | Your Answer |
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| **6.Problem-Solving** | |
| **Q1:** How well did the group handle challenges and unexpected issues during the project? | Your Answer |
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| **Q2:** Were problems addressed in a timely manner, and were solutions effective? | Your Answer |
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| **7.Individual Self-Reflection** | |
| **Q1**: Each team member's self-assessment of their contributions and performance. | Your Answer |
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| **Q2:** Areas in which they believe they excelled and areas where they could improve. | Your Answer |
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| **8.Overall Satisfaction** | |
| **Q1**: How satisfied are you with the overall group experience? | Your Answer |
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| **Q2:** What suggestions do you have for improving future group projects? | Your Answer |
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