

Team Performance Evaluation Report

General Information

Team Name:
[Insert Team Name]

Evaluation Period:
[Insert Period]

Evaluator:
[Evaluator Name]

Date:
[DD/MM/YYYY]

Performance Criteria

Criteria	Description	Rating (1-5)	Comments
Goal Achievement	Extent to which the team met its objectives.	[]	[]
Collaboration	Level of teamwork and cooperation.	[]	[]
Communication	Effectiveness of internal communications.	[]	[]
Problem Solving	Ability to handle challenges and find solutions.	[]	[]
Efficiency & Productivity	Work output and use of resources.	[]	[]

Strengths

[Describe key strengths of the team observed during the evaluation period.]

Areas for Improvement

[List and explain development opportunities or areas where the team can improve.]

Action Plan / Recommendations

[Describe recommended actions or next steps for the team.]

Important Notes

- This report is intended to provide balanced and objective feedback.
- Ratings should be supported by specific examples whenever possible.
- Use this report as a basis for future team development and goal setting.
- All information should remain confidential and be shared constructively.