

SAMPLE EVALUATION QUESTIONS

1. What tasks have been completed to accomplish the team's goals?
2. What tasks have been abandoned? Why?
3. What tasks still need to be done? Why?
4. How could we plan better to complete tasks?
5. Do we need to re-organize the team to complete the tasks on time?
6. Does someone need help with a specific assignment?
7. Have you recorded your efforts so someone can take over your job next year?
8. What would have helped you do your job more efficiently?