

Personal review

[Linguistics](#), [English](#)



MEMO October 30, Dr. Beth Jorgensen Re: Personnel Performance Review of a Group Assignment My group created a proposal for Balzer Insurance Agency. The group members of this group were Shane Schmidt, Jane Balakovich, Chiara Hollies, Hassan Alzubshir, and Whitney Hayward.

Client Group

Shane Schmidt

Shane attended the group meetings promptly and was on time always. She was accessible and could easily be reached through her mobile and email contacts. She was very vocal in her contributions to the group meetings. Her role was to , which she did quite well. She was able to display creativity and engagement in the group. I don't know if we would have managed without Shane in the group.

Jane Balakovich

Jane is one hell of a group member. Her role in the group was to..... Here she had to have the characters of, which she displayed quite well. In terms of availability, Jane was always there, and her cooperation saw our group achieve a lot of mileage. Her do-ability cannot be underestimated.

Chiara Hollies

Chiara was the very prompt in her meetings and always made sure she followed up on members of the group to make sure they arrived. She was the time keeper for the group. While she could improve on her participation in the meetings, she seemed to be eager help where she could. In future , I would advise her to be more engaging and show the do-ability, which are two important components in any group work.

Hassan Alzubshir

Hassan was timely in meeting attendances and very participative in all the discussions we had. Since coming up with a proposal is not very easy, Hassan showed an uncanny ability to crack the hard stuff that seems to worry the other group members. Hassan was given the role of.....and he did it very well. Hassan, however, needs to improve on time management. He seemed to be slow but perfect. He needs to improve his speed so as to meet critical deadlines in future.

Whitney Hayward.

Whitney's role was to She displayed efficiency right from the start and was always reliable and very good at meeting deadlines. She was complete all her tasks in a timely manner and help some of the slow members of the group. The product of her work was quality and I bet she did a good job of getting this group an A. However, Whitney could improve on meeting attendances and accessibility.

Overall Evaluation of the Group

As a group, I would say we did a great job. Most of the members put in extra time doing their given roles on the subject matter. We also put in a lot of work to come up with an excellent proposal. Judging the reactions of the individual members they too agree that we came up with a good proposal. In future, I would recommend the following to other groups. First, pick a fit leader who will push every member to their limit to see that they do their part as needed. Secondly, open communication is necessary, not only with other members, but even with other groups as well. The last thing is to always work as a team. As the old cliché goes ' there is no I in TEAM'.