

**NEGOTIATION EVALUATION FORM**

STAGE: Preliminary Round 1/ Preliminary Round 2/ Finals

JUDGE:

Team 1	<u>Criterion</u>	Team 2
	<u>Negotiation Session</u>	
	<p style="text-align: center;">1. <u>ADVANCING INTERESTS OF THE CLIENT</u> (Maximum Score - 20)</p> <p><i>Excellent (17-20), Very Good (13-16), Good (9-12), Satisfactory (5-8), Poor (1-4)</i></p> <ul style="list-style-type: none"> • Conveying interests through Opening Statement • Ability to advance interests throughout the negotiation, while recognizing and accounting for the other parties' interests • Flexibility in adapting to the unexpected while advancing interests • Awareness and when appropriate, assertion of BATNA 	
	<p style="text-align: center;">2. <u>COMMUNICATION & INFORMATION SHARING</u> (Maximum Score - 15)</p> <p><i>Excellent (13-15), Very Good (10-12), Good (7-9), Satisfactory (4-6), Poor (1-3)</i></p> <ul style="list-style-type: none"> • Clarity of communication • Active Listening • Effective information gathering • Appropriate and strategic disclosure of confidential information 	
	<p style="text-align: center;">3. <u>RELATIONSHIP BUILDING</u> (Maximum Score - 10)</p> <p><i>Excellent (9-10), Very Good (7-8), Good (5-6), Satisfactory (3-4), Poor (1-2)</i></p> <ul style="list-style-type: none"> • Building trust • Seeking to be collaborative • Negotiating in good faith 	
	<p style="text-align: center;">4. <u>TEAMWORK</u> (Maximum Score - 10)</p> <p><i>Excellent (9-10), Very Good (7-8), Good (5-6), Satisfactory (3-4), Poor (1-2)</i></p> <ul style="list-style-type: none"> • Effectively working together • Communicating subject matter relevant to respective roles. • Advocate protecting the client's interests 	



Team 1	<u>Criterion</u>	Team 2
	<p style="text-align: center;">5. <u>COMMITMENT/SETTLEMENT SOUGHT</u></p> <p style="text-align: center;">(Maximum Score - 25)</p> <p><i>Excellent (21-25), Very Good (16-20), Good (11-15), Satisfactory (6-10), Poor (1-5)</i></p> <ul style="list-style-type: none"> • Proposals presented • Creativity of solutions presented • Response to offers and providing counter-offers • Consistency/Conformity with interests of the client • Dealing with impasse/obstacles 	
	<p style="text-align: center;">6. <u>PROFESSIONAL CONDUCT</u></p> <p style="text-align: center;">(Maximum Score - 10)</p> <p><i>Excellent (9-10), Very Good (7-8), Good (5-6), Satisfactory (3-4), Poor (1-2)</i></p> <ul style="list-style-type: none"> • Legitimacy of Persuasion methods/ Ethical consideration of Strategy • Appropriateness of demeanour and responses • Responding to emotions/concerns 	
	<p style="text-align: center;">7. <u>TIME MANAGEMENT</u></p> <p style="text-align: center;">(Maximum Score – 10)</p> <p><i>Excellent (9-10), Very Good (7-8), Good (5-6), Satisfactory (3-4), Poor (1-2)</i></p> <ul style="list-style-type: none"> • Effective distribution of time • Timely conclusion of the round 	
	TOTAL (OUT OF 100)	

SIGNATURE

Please Note: The total scores in the criterion 1, 2 and 5 will be used for tie-breaking for teams in the final rank list.