

Peer Review Team Member and Team Captain Qualifications

The purpose of this document is to outline the characteristics of a well-prepared peer review team. And it is intended to encourage more ASFE members to become peer reviewers by demystifying the processes of becoming a reviewer or a team captain. Simply stated, the qualifications of a team captain are those of a team member with the additional requirement of experience and proven ability in certain areas. The bulleted lists of qualifications below are based on ideas expressed in the ASFE Peer Review Peer Reviewer's Guide ([The Guide](#)) and observations of successful reviewers. If you are interested in learning more about Peer Review, please read the first six pages of [The Guide](#).

In summary, if you are active in ASFE and can demonstrate that you possess the team member characteristics, you are qualified to be on a team. Demonstrated capability as a team member often will lead to the reviewer becoming a team captain after service on at least three peer review teams. Moreover, if you are a firm principal who has actively managed at least two peer reviews of your own firm, you are eligible to be a team captain after serving on at least two teams, i.e., you earn some experience credit for your own reviews.

Specifically, the Team Member Should:

- Be familiar with current practices and procedures found in a well-run consulting firm.
- Have a working knowledge of all eight of the Core Management Components of Peer Review.
- Have interview skills like those discussed in Appendix T of [The Guide](#).
- Have constructive feedback skills like those discussed in Appendix U of [The Guide](#).
- Be willing to follow and keep up with changes to [The Guide](#).
- Be willing to help improve the Peer Review Process when asked by the Peer Review Cmte.
- Be willing to commit to the intensity of effort needed during the on-site review and report preparation periods.

In addition, the Team Captain Should:

- Have been a team member on at least three reviews before becoming a team captain. He/she can earn one review credit for managing at least two ASFE Peer Reviews of their own firm.
- Have been recommended to be a captain by team captains he/she has teamed with.
- Have expertise in at least two Core Management Components (CMCs) and have experienced ownership and leadership transitions.
- Have followed and kept up with changes to [The Guide](#).
- Have helped to improve the Peer Review Process.
- Have committed to the intensity of the effort needed during on-site reviews and report preparation periods.
- Be an active recruiter of new team captains and an advocate of the peer review process.