**TEAM ASSESSMENT**

Assess your work group (team, project team), based on your level of agreement with the statement and then on the importance of each item to your team

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|  | **Rate your AGREEMENT with each statement**  Strongly Strongly  Disagree Agree | **Rate the IMPORTANCE of each statement**  Not Very  Important Important |
| **Clear Team Purpose** |  |  |
| 1. The purpose of the team is clear to all team members. | 1 2 3 4 5 | 1 2 3 4 5 |
| 2. The team purpose offers clarity when making decisions. | 1 2 3 4 5 | 1 2 3 4 5 |
| **Clear Team Goals, Measurements** |  |  |
| 3. Team members know how the team is performing against these team goals. | 1 2 3 4 5 | 1 2 3 4 5 |
| 4. Recognition is based upon meeting individual, team, and district goals. | 1 2 3 4 5 | 1 2 3 4 5 |
| 5. Team members are committed to the success of the team. | 1 2 3 4 5 | 1 2 3 4 5 |
| **Team Norms/Operating Guidelines** |  |  |
| 6. Team members have documented team operating guidelines. | 1 2 3 4 5 | 1 2 3 4 5 |
| 7. Team behaviors are consistent with these team norms. | 1 2 3 4 5 | 1 2 3 4 5 |
| 8. Team members are accountable for behavior that aligns with these norms. | 1 2 3 4 5 | 1 2 3 4 5 |
| **Individual & Shared Team Members Roles/Responsibilities** |  |  |
| 9. Team member roles are clear to everyone on the team. | 1 2 3 4 5 | 1 2 3 4 5 |
| 10. Team members hold themselves and others accountable for results. | 1 2 3 4 5 | 1 2 3 4 5 |
| 11. There are clearly defined roles for individual and shared roles. | 1 2 3 4 5 | 1 2 3 4 5 |
| **Defined and documented operating processes** |  |  |
| 12. The team has created and follows SOP’s and processes. | 1 2 3 4 5 | 1 2 3 4 5 |
| 13. Problem solving and decision making processes are in place | 1 2 3 4 5 | 1 2 3 4 5 |
| 14. Team members know how to handle conflict constructively. | 1 2 3 4 5 | 1 2 3 4 5 |
| **Communication** |  |  |
| 15. The team engages in open and honest communication. | 1 2 3 4 5 | 1 2 3 4 5 |
| 16. The team members know each other’s individual communication styles and can adapt accordingly. | 1 2 3 4 5 | 1 2 3 4 5 |
| 17. The team has an effective process to acclimate new team members to the team. | 1 2 3 4 5 | 1 2 3 4 5 |
| 18. Team members give each other ongoing feedback and positive reinforcement. | 1 2 3 4 5 | 1 2 3 4 5 |