

## Team Member SELF Assessment

This tool lets you assess your performance as a team member. Learning to be a good team member and how to manage a team are important skills for all professionals. I hope these exercises help you gain the skills you will need. Answer each question honestly and be somewhat self-critical. I recommend that you do NOT share individual responses among team members. **Each team member must complete the tool at least twice during the semester and each team must engage in at least two discussions of overall team functioning after each member completes the Team Diagnostic.** You will have time in class to complete ne self-assessment on June 08 and one on July 27. There will be time in class for you to discuss how well your team is doing and provide me with an overall team diagnostic based on your individual team diagnostics. The first discussion will occur on June 15. The first submission to me should focus on what your team is doing well, where improvements are needed, and your plan for making those improvements. The second discussion and submission to me will occur on August 10. That discussion and the submission to me should focus on your overall assessment *as a team* about how well you functioned, the problems you encountered, and the lessons learned about how to make teams work that you can apply in your professional life. **Answer each question below on a scale of 1 to 5 where 1 means “NOT at all” and 5 means “VERY much.”**

Do you communicate proactively and respond quickly to your teammates or is your communication primarily reactive and do you tend to be slow to respond?

1                      2                      3                      4                      5

Do you regularly assume responsibility for team management functions – like making the agenda, calling meetings, taking notes during the meeting, and taking the lead on specific tasks?

1                      2                      3                      4                      5

Do you complete tasks assigned to you in a timely fashion?

1                      2                      3                      4                      5

Do you prepare for team meetings prior to the meeting? For example, do you bring written contributions to the team for each component in the course, like developing the project goals and objectives?

1                      2                      3                      4                      5

Are you setting the team's priorities and needs as high as your own personal priorities and needs? For example, do you place as much emphasis and spend as much time and effort on tasks for this team project as you do tasks for individual assignments in other classes?

1                      2                      3                      4                      5

Do you hold yourself to the same standards of performance for team tasks as you do for individual assignments in this and other classes?

1                      2                      3                      4                      5

Do you assume a fair share of responsibility for the overall success or failure of the team?

1                      2                      3                      4                      5

Based on your responses above which of the following statements **best** describes your assessment of your performance as a team member?

- \_\_\_\_\_ I need to improve my performance significantly in several ways.
- \_\_\_\_\_ I need to improve my performance somewhat in one or two ways.
- \_\_\_\_\_ I do not see any need to improve my performance.
- \_\_\_\_\_ I am playing a very positive role on this team.