

Team Member SELF Assessment

This tool lets you assess your performance as a team member. You must answer each question very honestly and be somewhat “self critical” for the tool to be effective. I recommend that you do NOT share results among team members. However, I do recommend that you take a few minutes during at least one team meeting to complete the tool. It is important and it can help you be a better team member and your team to function better. Answer each question 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, on the contrary, do your teammates have to contact you multiple times to get a response?

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, if you know that the team will “review and assess the total pool of items for the index” during a team meeting, do you look at the items and prepare your assessment ahead of time?

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 a team project as you do tasks for individual assignments in this and 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.