Reviewer: Enter your name Team: Team Name Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose**

Effective teams have members who act as responsible citizens within the team. In this exercise you will rate yourself and team members with regard to member citizenship. You will also provide feedback on what you perceive to be their greatest strengths and areas for improvement.

**A. Member Contributions**

To stimulate your thinking, please rate members of your team (**including yourself**) on their contributions to an **effective team**. In each cell, assign the person a rating (1 to 5) for the corresponding contribution.

|  |
| --- |
| 1. *Models ideal professional responsibility; consistently exceeds expectations*
 |
| 1. *Faithfully meets expectations; does not fail without compelling excuse*
 |
| 1. *Usually meets expectations; occasionally allows failure to occur*
 |
| 1. *Occasionally meets expectations; too frequently fails to perform as expected*
 |
| 1. *Rarely meets expectations; consistently is unreliable or performs inadequately*
 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Team Member Initials** |  |
|  | **Member Contributions or Other Actions** | **(Self)** |   |   |   |   |   |   |  |
| Joint Contributions | * Contributes to productive meetings
* Focuses on achieving team goals
* Works productively with others
* Discusses thoughts with others
 |   |   |   |   |   |   |   | **Member Ratings\* (1 to 5 in each cell)** |
| Individual Contributions | * Meets deadlines in completing work
* Follows through on commitments
* Does fair share of work
* Meets professional work standards
 |   |   |   |   |   |   |   |
|  Team Climate | * Is open to ideas of others
* Treats others with respect
* Displays a positive attitude
* Helps improve teamwork
 |   |   |   |   |   |   |   |
| WorkProduct | * Responsive to project requirements
* Contribution to quality design/analysis
* Contribution to quality manufacturing
* Contribution to quality testing/evaluation
 |   |   |   |   |   |   |   |

\*If there are any bullets above where you believe one of your team members is underperforming, provide a little more detail in the space below.

Click or tap here to enter text.

Make row total to 100%

|  |  |
| --- | --- |
|  | **Team Member Initials** |
|  | **(Self)** |   |   |   |   |   |   | **Total** |
| Project time invested by each member (%) |   |   |   |   |   |   |   | 100? |
| Value added to project by each member (%) |   |   |   |   |   |   |   | 100? |

**B. Member Coaching**

Demonstrate your understanding of individual member contributions to team effectiveness by assessing two **non-technical** contributions of each member (**including yourself**). Assess an important strength and assess an area to improve. Work will be scored by the instructor based on the quality of your assessments: their insightfulness, clarity, and helpfulness to achieving greater team effectiveness.

1. S**trength**: Label it; explain how it is being used to contribute to team effectiveness.
2. A**rea to improve**: Label it; suggest steps to achieve desired improvement in this area.

|  |  |  |
| --- | --- | --- |
| **Person** | **Recognizing a Strength** | **Making an Improvement** |
| (Example)*JPM* | **Strength**: *Dependability***Explanation**: *Always follows through on assignments and produces work of nature and quality expected. Enables team members to focus on their own work without needing to cover for others not performing.* | **Area to Improve**: *Condescending Attitude***Suggestion**: *Verbalize to members that their contributions have value, listen attentively, reinforce good ideas; this encourages others to share their ideas so the team’s work reflects all assets of the team.* |
| **(Self)** | **Strength**: Title**Explanation:**Description | **Area to improve**:Title**Suggestion**: Description |
| TM #1:  | **Strength**: Title**Explanation**: Description | **Area to improve**:Title**Suggestion**: Description |
| TM #2:  | **Strength**: Title**Explanation**:Description | **Area to improve**:Title**Suggestion**: Description |
| TM #3:  | **Strength**: Title**Explanation**:Description | **Area to improve**:Title**Suggestion**:Description |
| TM #4:  | **Strength**: Title**Explanation**:Description | **Area to improve**:Title**Suggestion**: Description |
| TM #5:  | **Strength**: Title**Explanation**:Description | **Area to improve**:Title**Suggestion**:Description |
| TM #6:  | **Strength**: Title**Explanation**:Description | **Area to improve**:Title**Suggestion**:Description |