

## What it is

A self-assessment of a team's performance

## What it can do

This tool can assist you to:

- o Identify areas of team strength
- o Identify areas for team improvement
- o Enable shared understanding among team members of their team's performance along critical measures
- o Help initiate conversations to improve team performance

## How it works

The digital version of this PDF form can be filled out using Adobe Reader. It can be downloaded at: <http://www.stproject.org/resources/tools-for-transformation>

Rate your responses to the statements in the assessment that follows using a scale of 1 to 7, with 1 representing 'NEVER' and 7 representing 'ALWAYS'.

- o The tool is most powerful when all members of a team fill it out, so that there is a shared picture of team strengths and need for improvement.
- o It is usually best to have data collected confidentially, by creating either an on-line survey or having individual members fill out printed assessments.
- o When coaching leaders, it can be useful to keep separate track of the leader's score so that it's possible to compare the leader's impressions of team performance to the aggregate team score.
- o Sharing the results of this survey with a team always generates considerable conversation and a desire to improve. Adequate time must be given to debrief and discuss possible next action steps.

Rate your responses to the statements in the assessment that follows using a scale of 1 to 7, with 1 representing 'NEVER' and 7 representing 'ALWAYS'.

- 1) **We all share a common understanding of where we are going.**  

NEVER							ALWAYS
1	2	3	4	5	6		7
  
- 2) **We set clear and useful goals for our work together.**  

NEVER							ALWAYS
1	2	3	4	5	6		7
  
- 3) **Our team has a high degree of team spirit, energy, and morale.**  

NEVER							ALWAYS
1	2	3	4	5	6		7
  
- 4) **We say what we really think and feel in our team meetings.**  

NEVER							ALWAYS
1	2	3	4	5	6		7
  
- 5) **We treat each other with respect.**  

NEVER							ALWAYS
1	2	3	4	5	6		7
  
- 6) **All members of the team participate actively (and appropriately) in our meetings.**  

NEVER							ALWAYS
1	2	3	4	5	6		7
  
- 7) **We listen well to each other.**  

NEVER							ALWAYS
1	2	3	4	5	6		7
  
- 8) **We provide ongoing, honest and useful feedback to each other.**  

NEVER							ALWAYS
1	2	3	4	5	6		7
  
- 9) **We challenge each other to our highest levels of performance.**  

NEVER							ALWAYS
1	2	3	4	5	6		7
  
- 10) **We put the team's success before our personal (and departmental) agendas.**  

NEVER							ALWAYS
1	2	3	4	5	6		7

TEAM PERFORMANCE INVENTORY ASSESSMENT

**11) We follow-through on our commitments and hold each other accountable.**

NEVER							ALWAYS
1	2	3	4	5	6	7	

**12) We are invested in each other's success, and look for ways to actively support each other beyond our defined areas of individual responsibility.**

NEVER							ALWAYS
1	2	3	4	5	6	7	

**13) We are committed to inclusion and respect for differences, and deal directly and sensitively with issues of race, class, gender identification, sexual orientation, etc.**

NEVER							ALWAYS
1	2	3	4	5	6	7	

**14) We value and support healthy and sustainable work practices.**

NEVER							ALWAYS
1	2	3	4	5	6	7	

**15) Our goals are translated into clear plans with specific dates and accountabilities.**

NEVER							ALWAYS
1	2	3	4	5	6	7	

**16) We use our time efficiently in meetings.**

NEVER							ALWAYS
1	2	3	4	5	6	7	

**17) Our decision-making process is clear, and we all understand our appropriate role in each decision.**

NEVER							ALWAYS
1	2	3	4	5	6	7	

**18) We bring issues or concerns with other team members directly to the person(s) involved.**

NEVER							ALWAYS
1	2	3	4	5	6	7	

**19) We deal with conflict directly and constructively.**

NEVER							ALWAYS
1	2	3	4	5	6	7	

**20) Team leadership is flexible, shifting in style to meet the needs of the situation.**

NEVER							ALWAYS
1	2	3	4	5	6	7	

TEAM PERFORMANCE INVENTORY ASSESSMENT

**21) Discussions end with clear closure, relevant plans for action, and a shared understanding of next steps.**

NEVER ALWAYS  
1 2 3 4 5 6 7

**22) Our decision-making processes are effective in producing high-quality results.**

NEVER ALWAYS  
1 2 3 4 5 6 7

**23) There is a good flow of information that supports getting the job done.**

NEVER ALWAYS  
1 2 3 4 5 6 7

**24) Our team processes create the best solutions to the challenges we face.**

NEVER ALWAYS  
1 2 3 4 5 6 7

**25) Our team is relentlessly focused on delivering the results most important to the success of our mission.**

NEVER ALWAYS  
1 2 3 4 5 6 7

**26) We discern, respond and adapt well to changing circumstances.**

NEVER ALWAYS  
1 2 3 4 5 6 7

**27) We take appropriate risks in service of opportunity and innovation.**

NEVER ALWAYS  
1 2 3 4 5 6 7

**28) We use measurements effectively to gauge progress and improve performance.**

NEVER ALWAYS  
1 2 3 4 5 6 7

**29) We evaluate our performance to continuously learn and improve – individually and as a team.**

NEVER ALWAYS  
1 2 3 4 5 6 7

**30) We continually raise the bar and strive for excellence in all we do.**

NEVER ALWAYS  
1 2 3 4 5 6 7