

Self Assessment
(For Step 5)

Team success relies on each member being dependable, contributing to productive team dynamics, and participating respectfully in meetings. Use this inventory to determine the extent to which your actions contribute to a productive and cohesive team. For each behavior or skill, circle the answer that best describes your level of participation:

Dependability

	Al-ways	Usu-ally	Some-times	Rarely	Never
I come to our meetings on time.	5	4	3	2	1
I come to our meetings prepared.	5	4	3	2	1
I get my part of the work done on time or ask other members for help if I can't get it done on time.	5	4	3	2	1
I respond in a timely way to project-related emails or texts.	5	4	3	2	1
If I am unclear about what my team expects from me, I ask.	5	4	3	2	1

Productive Team Dynamics

	Al-ways	Usu-ally	Some-times	Rarely	Never
I make an extra effort to be friendly with team members who seem uncomfortable or are not being included.	5	4	3	2	1
If I notice miscommunication happening, I try to help.	5	4	3	2	1
I bring in views or opinions from team members who are not actively participating in the discussion.	5	4	3	2	1
If a team member is disrespecting another, I intervene.	5	4	3	2	1



I test understanding to establish whether or not an earlier contribution has been understood by everyone.	5	4	3	2	1
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Respectful Discussion Skills

	Al-ways	Usu-ally	Some-times	Rarely	Never
I propose (but don't force) new ideas, sugges-tions, or courses of action.	5	4	3	2	1
I build on or extend proposals made by other people.	5	4	3	2	1
I seek information (facts, opinions, or clarifica-tion) from other people.	5	4	3	2	1
I give information (facts, opinions or clarifica-tion) to the team.	5	4	3	2	1
If I don't understand someone's contribution, I ask for clarification.	5	4	3	2	1
When I agree with other people's opinions or ideas, I say so.	5	4	3	2	1
When I disagree with other people's opinions or ideas, I do so respectfully.	5	4	3	2	1
When people respectfully disagree with my opinions or ideas, I listen and consider their point of view.	5	4	3	2	1
I am able to respectfully discuss the pros and cons of different ideas with my team.	5	4	3	2	1
I am careful not to interrupt other people.	5	4	3	2	1
I summarize what has been previously dis-cussed or decided upon.	5	4	3	2	1

Dependability subscore = ____/25



Productive Team Dynamics subscore = ____/25

Respectful Discussion skills subscore = ____/55

TOTAL = ____/105

Self Assessment Scoring

84-105 = Your actions contribute to a productive and cohesive team. Keep it up. Think about assisting and supporting your team members who are still developing these skills. Set goals for yourself on any items where you scored 3 or lower.

63-83 = Many of your actions assist the team in working well together, but you can do more to keep the project moving forward and the team relationships intact. Set goals for yourself on any items where you scored 3 or lower.

0-62 = The whole team will benefit if you can start to exhibit more of the actions listed here. If you are unsure about how to do this, talk to someone you trust – a friend, advisor, or professor. Set concrete goals for yourself, starting with the skills that are most important to you.

Adapted from Smith, K.A. & Imbrie, P.K. (2004). *Teamwork and project management*, 3rd ed. New York, NY: McGraw-Hill Higher Education.