Team Check-Up

Taking the pulse of your team on a regular basis is a good start to building strong, healthy, connections. Use this survey to determine how well the team is functioning at the present time. Rate each item on the 10-point scale and then compute an average score for each category. Discuss the results and brainstorm ideas on how to become more effective.

How often does your team perform this well?

1	2	3	4	5	6	7	8	9	10
Never		Seldom		Sometimes		Usually		Almost	Always

☐ <u>Purpose</u>

_____1. Team members express understanding of how they contribute to the overall purpose of the organization.

_____2. Individuals on this team have goals that contribute to the team's accomplishment of objectives.

_____3. A mission statement is referred to when making important team decisions.

_____4. Satisfying customers is central to all that we do here.

☐ <u>Role Clarity</u>

_____5. People on this team express clear understanding about what they should be doing on the job.

_____6. Job responsibilities are openly discussed and clarified.

_____7. Every role to meet our objectives is filled.

_____8. The right people are in the right jobs.

How often does your team perform this well?

1 2   3 4   5   6   7 8   9   10
Never   Seldom   Sometimes   Usually   Almost Always

☐ Work Environment

_____9. Suggestions made by members are fully explored.

_____10. Team members help each other if needed.

_____11. Team members show respect for the diverse backgrounds and talents of other members.

_____12. Team members appear to trust each other.

_____13. People seem to enjoy working for this organization.

_____14. Team members have the work materials they need to do their job.

☐ Conflict Management

_____15.Team members use consideration and tact when voicing disagreement.

_____16. When in conflict, team members state their own wants and needs clearly and directly with one another.

_____17. Differing points of view are discussed until agreements are reached that make sense to all parties involved.

☐ Communication

_____18. Important decisions are based on a strong cross section of viewpoints.

_____19. Team members share information openly and freely.

_____20. Individuals keep others informed about their projects and priorities.

_____21. The team effectively involves everyone in discussions so that a few people do not dominate.

_____22.Team members have effective methods of communicating changes or important information to both internal and external customers.

How often does your team perform this well?

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Never | | Seldom | | Sometimes | | Usually | | Almost | Always |

☐ Performance

_____23. Our team reviews its roles, performance and expectations.

_____24. Good performance is recognized and rewarded.

_____25. Our team's performance gets results.

_____26. Performance standards are clearly defined.

_____27. Team members get the training they need to perform well.

☐ Feedback

_____28. Team members praise each other for a job well done.

_____29. When things do not go well, team members receive constructive feedback.

_____30. Feedback is provided in a non-judgmental way.

☐ Team Time

_____31. The team manages its time effectively.

_____32. Meetings are well organized and are a valuable use of time.

☐ Problem Solving

_____33. Solutions to problems are based on facts and data.

_____34. Team members evaluate alternatives before making decisions.

_____35. Problems are clearly defined at the beginning of any discussion.