

Input the skill level number in the textbox below the Specific Skill.

Rubric for Team Assessment\*

See Page 2 for descriptions of the Specific Skills and underlined terms.

Specific Skill	Meets expectations <b>Advanced (4)</b>	Meets expectations <b>Proficient (3)</b>	Meets expectations <b>Competent (2)</b>	Meets expectations <b>Novice (1)</b>	Anytime <b>Unacceptable (0)</b>	<b>Feedback</b>
<b>Engagement (Team)</b>	We supported each other in developing skills and competencies to achieve team and individual goals.	We supported each other in developing skills and knowledge, but mostly in service of team goals.	We all shared expertise and information with each other; sometimes we needed to be prompted.	We required prompting to share our expertise and information with each other.	Members hindered sharing of knowledge and/or expertise; OR Members focused on own development.	
<b>Conflict (Team)</b>	We resolved conflicts with open dialogue and <u>clear, mutual resolution</u> .	We were able to address conflicts through open discussion, but resolution was unclear or unsustainable.	We were able to resolve conflicts through open discussion with outside assistance.	We were able to resolve conflicts with outside assistance; Some members used <u>open discussion</u> .	We were unable or unwilling to address conflict; OR Conflict prohibited effective team interactions.	
<b>Roles and distribution (Team)</b>	We established and documented clear and formal roles for each member; AND Distributed the workload equally.	We established clear and formal roles for each member; AND Disturbed the workload equally.	We established informal roles for each member; AND We could distribute the workload more equally.	We established informal roles for each member; AND Workload was unequally distributed.	Clear roles were not established for each member; OR We did not distribute workload <u>equitably</u> .	
<b>Decision making (Team)</b>	We had a clear procedure for making decisions that promoted <u>shared-decision making</u> .	We had an informal, but clear procedure for making decisions that promoted shared-decision making.	Our procedure for making decisions was unclear; OR Our procedure did not promote shared-decision making.	Our decision making process relies on only a few members, some of us passively participated in making decisions.	We did not establish a process for making decisions; OR Members refused to contribute or were excluded from decision making.	
<b>Planning (Team)</b>	We established <u>SMART goals</u> that were agreed upon by the team and included clear priorities that were organized and well-documented.	We established SMART goals that are agreed upon by the team and included clear priorities.	We established goals, but priorities were unclear and/or some goals were unachievable.	Our goals were unclear and/or achievable; AND/OR, We were not all committed to our goals.	We did not identify any goals.	
<b>Specific Skill</b>	<b>Advanced (4)</b>	<b>Proficient (3)</b>	<b>Competent (2)</b>	<b>Novice (1)</b>	<b>Unacceptable (0)</b>	<b>Feedback</b>

\*Intended use of Team Assessment Rubric is for assessment of team's performance during team-based activities

GSBS Competencies Assessed: PEC1 (Engagement, Roles & distribution), PEC2 (Conflict, Planning), CDC2/3 (Decision making)

Type specific feedback to support the rating for the Specific Skill.

**Engagement** during team-based activities means team members consistently commits to goals and encourage other team members to become involved in achieving objectives.

**Conflict** exists when there are: at least two parties involved who are interdependent, who are experiencing strong emotions, who seemingly hold incompatible outcomes or beliefs, and at least one of the parties recognize the incompatibility and perceives this to be problematic. Source: [Katz, N., & McNulty, K. \(1994\)](#)

**Open discussion** requires team members to act with integrity during conflict situations. Team members are honest and open in all dealings with other team members to the extent the situation allows. Team members engage in the fundamental perspective of seeking solutions that are **mutually beneficial**; therefore, team members avoid getting their needs met at the expend of the other members.

Addressing these questions when seeking resolution to conflict can help to insure a **clear resolution** is achieved:

- (a) How will your conflict management solution solve the problem?
- (b) What is your implementation strategy and timetable?
- (c) How will you know if your solution worked?

**Roles** are the positions team members assume or the parts that they play in a particular operation or process. For example, a role a team member in a group might assume is note-taker or team leader.

**Responsibilities** are the specific tasks or duties that members are expected to complete as a function of their roles. They are the specific activities or obligations for which they are held accountable when they assume—or are assigned to—a role on a project or team. For example, some of the responsibilities of a person in the role of team facilitator might include making sure that meeting agendas reflect feedback and input from all members, that the meetings start on time and end on time, and that all members have opportunities to contribute to discussions. **Equitable distribution** means roles and responsibilities are distributed fairly and impartially. Source:

<https://www.collaborativejustice.org/how/tools/structure/structure-ex1.htm>

**Decision-making** refers to the thought process of selecting a logical choice from the available options. When trying to make a decision, a person must weight the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation. Collaboration goes hand-in-hand with **shared decision making**. Shared decision making is one in which all parties share their knowledge and skills, explore the options fully in this context, and jointly reach an agreement on which option to choose and next steps. Source:

<http://www.businessdictionary.com/definition/decision-making.html>

**Planning** refers to consistently setting and achieving performance goals, expectations and priorities. Effective planning is also facilitated by individual team members aligning their goal with the team's objectives.

A **SMART goal** is a carefully planned, clear and trackable objective. It stands for **Specific, Measurable, Achievable, Relevant** and **Time-based**.