

# TEAM MEMBER CITIZENSHIP ASSIGNMENT

Your Initials: \_\_\_\_\_ ID No: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_

## Purpose

On effective teams, all members act as responsible citizens of the team. In this exercise you will rate and coach yourself and teammates with regard to member citizenship. Your frank and thoughtful responses will be valuable to yourself and to members seeking to improve their contributions.

## Importance of Contributions

Please rate the **importance** of different types of team member contributions for their impact on the team's success. Use the following definitions for importance ratings:

**Low:** *This contribution does not significantly affect the success of the team by its presence or absence.*

**Moderate:** *This contribution may affect quality and efficiency, but the team can complete its work with or without this contribution.*

**High:** *This contribution is critical for the team to complete its work and to achieve quality and efficiency.*

*Check one importance level for each type of contribution*

		Importance to Team		
	Contributions or Actions of Team Members	Low	Moderate	High
Team Relationships	1. Engages members with respect			
	2. Commits, encourages involvement			
	3. Resolves conflicts constructively			
Joint Achievements	4. Helps establish shared goals			
	5. Follows plans to achieve team goals			
	6. Works synergistically with others			
Member Contributions	7. Delegates/completes tasks, as needed			
	8. Performs competently to team standards			
	9. Enables development in self and others			
Team Information	10. Strives for fully-informed members			
	11. Communicates well with stakeholders			
	12. Documents achievements well			

## **TEAM MEMBER CITIZENSHIP ASSIGNMENT**

### **Member Contributions**

Please rate members of your team (**including yourself**) on their contributions to an **effective team**. In each cell, assign the person a rating of 1 to 5 for each contribution, based on definitions given below.

Note: Ratings of 1 or 5 are seldom received by students.

- 5 **Extraordinary\***: Models ideal professional responsibility; consistently exceeds expectations
- 4 **Very Good**: Faithfully meets expectations; does not fail without a compelling excuse
- 3 **Good**: Usually meets expectations; occasionally allows failure to occur
- 2 **Fair**: Occasionally meets expectations; too frequently fails to perform as expected
- 1 **Poor\***: Rarely meets expectations; consistently is unreliable or performs inadequately

Please enter the appropriate rating number in **each** cell.

		Team Member Initials							Member Ratings* (1 to 5 in each cell)
	Member Contributions/Other Actions	(me)							
<b>Team Relationships</b>	1. Engages members with respect								
	2. Commits, encourages involvement								
	3. Resolves conflicts constructively								
<b>Joint Achievements</b>	4. Helps establish shared goals								
	5. Follows plans to achieve team goals								
	6. Works synergistically with others								
<b>Member Contributions</b>	7. Delegates/completes tasks, as needed								
	8. Performs competently to team standards								
	9. Enables development in self and others								
<b>Team Information</b>	10. Strives for fully-informed members								
	11. Communicates well with stakeholders								
	12. Documents achievements well								

\*If you gave a rating of 1 or 5, please justify it below. Statements are confidential, seen only by instructors and advisors.

### **Effectiveness**

Identify relative contributions (%) of each team member to **project achievements** this term. **Each row should add to 100%.**

Please enter an appropriate **percentage** in each cell.

	Team Member Initials							Total
	(me)							
Project time invested by each member (%)*								100%
Value added to project by each member (%)*								100%

\* Explain any percentages that differ greatly from others. Statements are confidential, seen only by instructors and advisors.

# TEAM MEMBER CITIZENSHIP ASSIGNMENT

## Member Strengths

For each of your team members (**including yourself**), identify a personal strength that is valued by the team. For each member, choose one of the following:

### Team Relationships

- ▣ Engages members with respect
- ▣ Commits, encourages involvement
- ▣ Resolves conflicts constructively

### Joint Achievements

- ▣ Helps establish shared goals
- ▣ Follows plans to achieve team goals
- ▣ Works synergistically with others

### Member Contributions

- ▣ Delegates/completes tasks, as needed
- ▣ Performs competently to team standards
- ▣ Enables development in self and others

### Team Information

- ▣ Strives for fully informed members
- ▣ Communicates well with stakeholders
- ▣ Documents achievements well

For each member (including yourself), write an encouraging analysis of the identified strength. In 50 to 100 words for each person, describe:

(a) **Understanding:** What elements make this contribution or attribute strong

(b) **Benefits:** How this strength impacts the team.

<i>My name:</i>	<i>Area of strength:</i>
<i>Member name:</i>	<i>Area of strength:</i>
<i>Member name:</i>	<i>Area of strength:</i>
<i>Member name:</i>	<i>Area of strength:</i>
<i>Member name:</i>	<i>Area of strength:</i>

<i>Member name:</i> _____		<i>Area of strength:</i> _____	
<i>Member name:</i> _____		<i>Area of strength:</i> _____	
<i>Member name:</i> _____		<i>Area of strength:</i> _____	
<i>Member name:</i> _____		<i>Area of strength:</i> _____	

# TEAM MEMBER CITIZENSHIP ASSIGNMENT

## Member Coaching

For each of your team members (**including yourself**), identify a personal ability or behavior that, **if improved**, could benefit your team. For each person, choose one of the following areas to improve:

### Team Relationships

- ▣ Engages members with respect
- ▣ Commits, encourages involvement
- ▣ Resolves conflicts constructively

### Joint Achievements

- ▣ Helps establish shared goals
- ▣ Follows plans to achieve team goals
- ▣ Works synergistically with others

### Member Contributions

- ▣ Delegates/completes tasks, as needed
- ▣ Performs competently to team standards
- ▣ Enables development in self and others

### Team Information

- ▣ Strives for fully informed members
- ▣ Communicates well with stakeholders
- ▣ Documents achievements well

For each member (including yourself), suggest ways for improving the ability or behavior identified. In 50 to 100 words for each person, describe:

(a) **Opportunity:** Elements of this contribution or behavior that can be improved

(b) **Suggestions:** Specific steps suggested to achieve the improvement.

<i>My name:</i> _____	<i>Area to improve:</i> _____
<i>Member name:</i> _____	<i>Area to improve:</i> _____
<i>Member name:</i> _____	<i>Area to improve:</i> _____
<i>Member name:</i> _____	<i>Area to improve:</i> _____
<i>Member name:</i> _____	<i>Area to improve:</i> _____

<i>Member name:</i> _____	<i>Area to improve:</i> _____
<i>Member name:</i> _____	<i>Area to improve:</i> _____
<i>Member name:</i> _____	<i>Area to improve:</i> _____
<i>Member name:</i> _____	<i>Area to improve:</i> _____