Collaboration Self-Assessment Tool

Category	1	2	3	4	Explanation	SCORE
Contribution	I tend not to share ideas, information or resources.	I share ideas, information and resources upon request.	I usually share ideas, information and resources.	I freely share ideas, information, and resources.	I tend to share my knowledge about the topic that the team is discussing on.	3
Motivation/ Participation	I tend not to participate or remain engaged when a project moves away from my own immediate interests.	I sometimes make an effort to participate and remain engaged when a project moves away from my own immediate interests.	I often make an effort to participate and remain engaged even when a project moves away from my own immediate interests.	I can be relied on to participate and remain engaged even when a project moves away from my own immediate interests.	Engaging in the team activities helps to stay focused and complete the tasks in the given time frame.	2
Quality of Work	My work reflects very little effort and often needs to be checked and/or redone by others to ensure quality.	My work reflects some effort but occasionally needs to be checked and/or redone by others to ensure quality.	My work reflects a strong effort. I self-monitor to improve the quality of my work.	My work reflects my best efforts. I continuously make small changes to improve the quality of my work.	I always try to give my best while doing any group project.	3
Time Management	I rarely get things done by the deadline and others often have to adjust deadlines or work responsibilities.	I tend to procrastinate, meaning others may have to adjust deadlines or work responsibilities.	I usually use time well to ensure that things are done so others do not have to adjust deadlines or work responsibilities.	I routinely use time well to ensure things are done on time.	I ensure that the tasks are always completed before time so that all the adequate changes can be made if there are any.	4
Team Support	I am often critical of the team or the work of fellow group members when I am in other settings.	Occasionally I am critical of the team or the work of fellow group members when I am in other settings.	I usually represent the team and the work of fellow members in a positive manner when I am in other settings.	I represent the team and the work of fellow group members in a positive manner when I am in other settings.	I always try to support my team and ensure that there is equal trust maintained.	3
Preparedness	I forget or lose materials needed to work.	I make an effort to bring or find materials needed to work, but often misplace things.	I usually bring needed materials and come ready to work.	I consistently bring needed materials and come ready to work.	Preparing before hand helps to decrease the load on the team.	3
Problem Solving	I usually do not participate in group problem solving with an open mind. I either tend not to share my thoughts and ideas or I inhibit the contributions of others.	I make an effort to participate in group problem solving with an open mind. I generally share my thoughts and ideas, but I sometimes inhibit the contributions of others.	I usually participate in group problem solving with an open mind, sharing thoughts and ideas without inhibiting the contributions of others.	I consistently participate in group problem solving with an open mind, sharing thoughts and ideas without inhibiting the contributions of others.	Solving the problems helps us to achieve our team goal in time.	2
Team Dynamics	I do not know how to gauge my own impact on the group, and am generally unaware of team dynamics.	I occasionally know how to gauge my own impact on the group and am somewhat aware of team dynamics.	I often know how to gauge my own impact on the group and am generally aware of team dynamics.	I consistently know how to gauge my own impact on the group and am routinely aware of team dynamics.	So that it helps to generate better work outcomes.	3

Category	1	2	3	4	Explanation	SCORE
Interactions with Others	I rarely listen to, respect, acknowledge, or support the efforts of others. I allow conflict or personal differences to interfere with communication.	I sometimes listen to, respect, acknowledge and support the efforts of others, but at times allow conflict or personal differences to interfere with communication.	I usually listen to, respect, acknowledge, and support the efforts of others. I occasionally allow conflict or personal differences to interfere with communication.	I consistently listen to, respect, acknowledge, and support the efforts of others.	I always try to listen, support other people's views, show respect during team interaction.	4
Role Flexibility	I like to either lead or follow but am uncomfortable when functioning outside my perceived role.	I am uncomfortable with role flexibility, but attempt to move outside my perceived role.	I can assume both roles (leader and follower) but am more comfortable in one role than the other.	I can easily move between leader and follower, assuming either role as needed to accomplish the task.	Out main should be accomplishing the task and completing it on time.	3
Reflection	I rarely engage in self-reflection after collaborative activities but tend to focus on the behavior of others.	Self-reflection occurs after collaborative activities when prompted or reminded by others.	Self-reflection usually occurs after collaborative activities, but most often when things don't go well.	I consistently use self-reflection after collaborative activities.	Self-reflection helps us to grow better and grow as an individual.	3

Total Score:

33   *Maximum score: 44 points*

Guide to Scoring:

10-25: **Collaboration skills are emerging**
26-34: **Collaboration skills are developing**
35-44: **Collaboration skills are established**

Personal reflection: What have you learned about yourself by completing this rubric? What skill area do you want to target for personal improvement? What one thing could you do tomorrow to begin your skill enhancement?

Interpersonal vs. Intrapersonal skills: Shaded boxes represent - interpersonal skills, clear score boxes represent - intrapersonal skills.

Interpersonal score	Intrapersonal score
15	18

note that the scores will most likely be different as there are unequal numbers of boxes

Personal Reflection: I have learnt that there are certain domains which I need to specifically work on like have to actively participate in the team discussions and present my knowledge and views and ultimately contribute as a whole.
I wish to target the "Participation/ Motivation" and "Problem Solving" section for personal improvement.
I can ensure that I actively participate in the team discussions and present my knowledge and skills during problem solving.