**Team Assessment**

This team assessment is intended to give you an opportunity to reflect on the experience of your workshop team thus far. Your individual responses are confidential and will not be shared with other members of your team. Your responses will help identify teamwork issues that your team and your faculty advisor may want to address to ensure that the remainder of the workshop is as enjoyable and productive as possible. Your responses will also help your faculty advisor assess the contributions of individual team members.

Please email your completed assessment **by \_\_\_\_\_\_\_\_\_\_ at 5:00 pm.** (Please include your name in the file name for your assessment.)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. Self/Peer Assessments**

Please fill in the names of your team members in the headings of the table below. Then using the following scale, please assess each member of your team (including yourself) on the listed characteristics by marking the appropriate number in each box in the table:

2 A clear strength

1 Fairly strong

0 Neither strong nor weak

-1 Fairly weak

-2 A clear weakness

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Individual Characteristic** | **You** | **Name:** | **Name:** | **Name:** | **Name:** | **Name:** | **Name:** |
| Attending team meetings |  |  |  |  |  |  |  |
| Meeting commitments and deadlines |  |  |  |  |  |  |  |
| Contributing to team assignments |  |  |  |  |  |  |  |
| Quality of work |  |  |  |  |  |  |  |
| Communicating and coordinating with other team members |  |  |  |  |  |  |  |
| Balancing other commitments with team participation |  |  |  |  |  |  |  |

**II. Team Assessment**

Using the following scale, please assess the overall strengths/weaknesses of your team by placing an X in the appropriate box for each of the listed characteristics:

2 A clear strength of our team

1 Fairly strong

0 Neither a strength nor a weakness

-1 Fairly weak (but manageable)

-2 A clear weakness of our team

N/A Not applicable

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Team Characteristic** | **-2** | **-1** | **0** | **1** | **2** | **N/A** |
| Scheduling and attending meetings |  |  |  |  |  |  |
| Holding effective and efficient team meetings |  |  |  |  |  |  |
| Evenly distributing the work |  |  |  |  |  |  |
| Everyone doing his/her part |  |  |  |  |  |  |
| Following through on commitments and deadlines |  |  |  |  |  |  |
| Everyone producing high-quality work |  |  |  |  |  |  |
| Work styles blending effectively |  |  |  |  |  |  |
| Able to reach consensus in a timely manner |  |  |  |  |  |  |
| Managing strong personalities |  |  |  |  |  |  |
| Balancing other commitments with team participation |  |  |  |  |  |  |

**III. Other Comments (optional)**

In the space below, please feel free to comment on any particular challenges that your team has faced thus far and how you have tried to address them (or plan to address them in the remainder of the spring semester):