**Self-Assessment 8.3: Evaluate (Your) Team Member Effectiveness**

To assess your own team member effectiveness, complete the assessment answering each item in terms of the extent you agree that you do each. Calculate your overall team effectiveness score and compare it to the norms listed below to gauge your general team member effectiveness.

Next, calculate the subtotal for each competency and compare your subtotals to the arbitrary norms listed below to assess your effectiveness on each competency. Then, to determine which competencies are the strongest and weakest for you, calculate your average for each and compare them. The averages are computed by taking the subtotal for each and dividing it by the number of items for that competency. This will show you the relative strength of your team competencies.

Improve the value of this measure further still by evaluating yourself in terms of your effectiveness in a particular team (school, work, or other organization). Then, have a member of that same team evaluate you. Compare your scores with those given by your teammate, identify the consistent scores and those that differ, and use this feedback to improve your own team member effectiveness.

**Strongly Disagree**

**Disagree**

**Somewhat Agree**

**Agree**

**Strongly Agree**

**N/A - Not Applicable...**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| \* 1. Did a fair share of the team's work. |  |  |  |  |  |  |  |
| \* 2. Fulfilled responsibilities to the team. |  |  |  |  |  |  |  |
| \* 3. Completed work in a timely manner. |  |  |  |  |  |  |  |
| \* 4. Came to team meetings prepared. |  |  |  |  |  |  |  |
| \* 5. Did work that was complete and accurate. |  |  |  |  |  |  |  |
| \* 6. Communicated effectively. |  |  |  |  |  |  |  |
| \* 7. Exchanged information with teammates in a timely manner. |  |  |  |  |  |  |  |
| \* 8. Provided encouragement to other team members. |  |  |  |  |  |  |  |
| \* 9. Accepted feedback about strengths and weaknesses from teammates. |  |  |  |  |  |  |  |
| \* 10. Used teammates' feedback to improve performance. |  |  |  |  |  |  |  |
| \* 11. Let other team members help when it was necessary. |  |  |  |  |  |  |  |
| \* 12. Stayed aware of fellow team members' progress. |  |  |  |  |  |  |  |
| \* 13. Assessed whether the team was making progress as expected. |  |  |  |  |  |  |  |
| \* 14. Provided constructive feedback to others on the team. |  |  |  |  |  |  |  |
| \* 15. Made sure that everyone on the team understood important information. |  |  |  |  |  |  |  |
| \* 16. Helped the team to plan and organize its work. |  |  |  |  |  |  |  |
| \* 17. Expected the team to succeed. |  |  |  |  |  |  |  |
| \* 18. Believed that the team should achieve high standards. |  |  |  |  |  |  |  |
| \* 19. Cared that the team produced high-quality work. |  |  |  |  |  |  |  |
| \* 20. Had the skills and abilities that were necessary to do a good job. |  |  |  |  |  |  |  |
| \* 21. Had enough knowledge of teammates’ jobs to be able to fill in if necessary. |  |  |  |  |  |  |  |

**Contributing to the Team’s Work**

Score : 23 pts.

20 - 25 pts.

**Feedback:**High contribution

**Interacting with Teammates**

Score : 26 pts.

24 - 30 pts.

**Feedback:**High level of interaction

**Keeping the Team on Track**

Score : 25 pts.

20 - 25 pts.

**Feedback:**Highly skilled at keeping on track

**Expecting Quality**

Score : 14 pts.

12 - 15 pts.

**Feedback:**High quality expectations

**Having Relevant Knowledge, Skills, and Abilities (KSAs)**

Score : 10 pts.

8 - 10 pts.

**Feedback:**Highly relevant knowledge and skills

**Feedback score:**

Score : 98 pts.

**Range-based Feedback:**

84 - 105 pts.

**Feedback:**Highly effective team member