

TOTAL TEAM ASSESSMENT

INSTRUCTIONS: This assessment is a statistical measurement of your impressions of how well your work team is doing, what its strengths and weaknesses are, and where you think it could benefit from some improvement. Before you begin, please clarify in your own mind the specific team you are using this survey for. Please list the name or description of the team in the space provided below. Rate your team/yourself using the scale provided. Please answer all 55 questions so an overall score may be calculated.

Name of the team this assessment applies to: _____

Use a No. 2 Pencil, Blue or Black Ink Only

Correct mark: Incorrect marks:

Strongly Agree
Agree
Undecided
Disagree
Strongly Disagree

Team Foundation

- 1. The team has a clear vision of what it is supposed to do.
- 2. The team's activities are guided by a clear Mission Statement/Charter.
- 3. The team's goals are closely aligned with the goals of the organization.
- 4. The team has adequate skills and member resources to achieve its goals.
- 5. Everyone on the team has a clear and vital role.
- 6. The team has adequate meeting time, space, and resources to achieve all objectives.
- 7. Team meetings are well attended by all team members.
- 8. The team can measure its performance effectively.
- 9. The team understands its customer requirements (internal and/or external).
- 10. This team is promptly informed of changes in policy or new developments.
- 11. The organization has clear expectations of this team.
- 12. The team receives adequate training to function effectively.

Team Functioning

- 13. Team meetings are run efficiently.
- 14. Everyone on the team participates at an acceptable level.
- 15. This team works well together.
- 16. This team works well with other teams/departments in the organization.
- 17. The goals and objectives of this team will have a positive impact on the organization.
- 18. The team is on a continuous improvement curve.

Team Performance

- 19. The team uses an effective long-term strategic planning process.
- 20. The teams' plans are closely aligned with the plans of the organization.
- 21. The team meets its (internal and/or external) customer requirements.
- 22. The team is productive.
- 23. The organization is satisfied with the team's performance.
- 24. Team functioning doesn't interfere with getting my own job done.

Team Skills

- 25. The team members communicate well with one another.
- 26. Constructive feedback is given by the team.
- 27. Team members are familiar with each other's job responsibilities.
- 28. The team uses effective decision making processes and problem solving skills.
- 29. The team is innovative.
- 30. The team can change or improve the way it goes about working on its tasks.

Please continue on other side...

Team Leadership

- | | Strongly Agree | Agree | Undecided | Disagree | Strongly Disagree | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|
| 31. My boss/supervisor promotes participation by the team in key decisions. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 32. My boss/supervisor shares responsibilities with team members. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 33. My boss/supervisor is an effective leader. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 34. I share my ideas/suggestions whether or not my boss/supervisor agrees with my input. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 35. My boss/supervisor focuses on building team's technical and interpersonal skills. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 36. My boss/supervisor coaches and supports individual team members. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 37. My boss/supervisor promotes individual problem solving and intelligent risk taking. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 38. My boss/supervisor leads by example. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |

Team Climate and Atmosphere

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|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|
| 39. Team members trust each other. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 40. Morale on this team is high. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 41. Team members support each other. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 42. There are no feelings among team members which might pull this team apart. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 43. The team resolves conflicts soon after they occur. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 44. I feel free to express my opinions. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 45. I have an influence on team decisions. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 46. Team members can openly discuss their own problems and issues. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 47. Team members show consideration for needs and feelings of other team members. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 48. Team members receive recognition for individual performance. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |

Team Identity

- | | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|
| 49. I know why I am on this team. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 50. I am pleased to be on this team. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 51. The team subscribes to a clear set of values. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 52. This team is fun to work with. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 53. No individual, group or gender dominates team activities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 54. The team has a positive reputation in the organization. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |
| 55. The team has a positive self image. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ■ |

THANK YOU FOR FILLING OUT THIS FORM