Team Collaboration Assessment

"Teamwork is the ability to work together toward a common vision; the ability to direct individual accomplishment toward organizational objectives. It is the fuel that allows common people to attain uncommon results." – Andrew Carnegie

Assessment completed by: _____

There are multiple levels of organizational collaboration. There is collaboration within your team/department, between teams/departments in your division/business unit, with other divisions/business units in your overall organization/company, and with organizations/companies outside of your organization/company.

For the purpose of this assessment, define each entity to be assessed:

- Myself: _____

- My team (or department): _____

- My division (or business unit): _____

- My company (entire organization or HQ): _____

Using the scale below, rate the extent to which each entity demonstrates the collaboration traits listed in the table that follows:
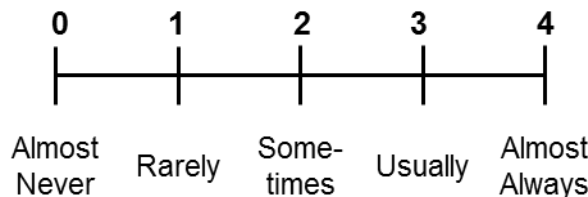
Traits that Promote Collaboration

Enter score (0-4) for each trait in each column

	Myself	Team	Division	Company
Collaboration Mindset				
1. Involve others in setting direction and making decisions.	_____	_____	_____	_____
2. Treat colleagues as allies rather than competitors or adversaries.	_____	_____	_____	_____
Open-Mindedness				
3. Solicit others' new ideas and perspectives.	_____	_____	_____	_____
4. Implement others' imperfect ideas to give them a sense of contribution.	_____	_____	_____	_____
Helpfulness				
5. Consider others' needs equally important as own.	_____	_____	_____	_____
6. Proactively assist others when they struggle.	_____	_____	_____	_____
Understanding				
7. Understand other's thoughts and needs before expressing own.	_____	_____	_____	_____
8. Listen attentively and courteously so others feel heard.	_____	_____	_____	_____
Empathy				
9. Show empathy for people's thoughts and feelings.	_____	_____	_____	_____
10. Appreciate diverse skills, opinions, styles, and personalities.	_____	_____	_____	_____
Alignment				
11. Share, discuss, and align on principles that guide how work is performed.	_____	_____	_____	_____
12. Discuss and agree on specific project parameters (such as timeframes, deliverables, responsibilities, and resources) before beginning projects.	_____	_____	_____	_____

Communication

13. Provide authentic and transparent progress updates.   _____   _____   _____   _____

14. Facilitate frequent dialog and meaningful information exchange.   _____   _____   _____   _____

Respect

15. Maintain control of emotions when frustrated or stressed.   _____   _____   _____   _____

16. Treat others as valuable human beings with dignity and respect.   _____   _____   _____   _____

Self-Esteem

17. Welcome correcting feedback from others.   _____   _____   _____   _____

18. Don't take another's critical comments too personally.   _____   _____   _____   _____

Trust and Dependability

19. Responsive to requests for help or information.   _____   _____   _____   _____

20. Complete work on time and with excellence.   _____   _____   _____   _____

Likability

21. Honorable and pleasant personality, enjoyable to be around.   _____   _____   _____   _____

22. Positive, grateful, and a confidence boost to others.   _____   _____   _____   _____

Accountability

23. Set and track clear performance expectations.   _____   _____   _____   _____

24. Track levels of collaboration and implement consequences - both reinforcing and correcting.   _____   _____   _____   _____

Forgiveness

25. Take responsibility for mistakes, learn from them, and apply lessons learned.   _____   _____   _____   _____

26. Don't hold grudges against others for past mistakes.   _____   _____   _____   _____

Summary

In regard to collaboration, what is working well:

In regard to collaboration, what isn't working well:

Scoring Totals	Myself	Team	Division	Company
Overall	_____	_____	_____	_____
Collaboration Mindset	_____	_____	_____	_____
Open-Mindedness	_____	_____	_____	_____
Helpfulness	_____	_____	_____	_____
Understanding	_____	_____	_____	_____
Empathy	_____	_____	_____	_____
Alignment	_____	_____	_____	_____
Communication	_____	_____	_____	_____
Respect	_____	_____	_____	_____
Self-Esteem	_____	_____	_____	_____
Trust and Dependability	_____	_____	_____	_____
Likability	_____	_____	_____	_____
Accountability	_____	_____	_____	_____
Forgiveness	_____	_____	_____	_____

Save this assessment to your computer for future reference. If applicable, email it to your coach or workshop facilitator.

Overall Score Interpretation:

- **80-104 = Excellent Teamwork.** Congratulations. You epitomize the characteristics of great teamwork. It would be awesome to be on your team. There is little doubt that your team attracts top performers, performs at the highest levels, and leverages the synergy of the team.

- **60-79 = Average Teamwork.** In many ways you demonstrate good teamwork. Take pride in the areas in which you work as a team. In the areas you don't manifest good teamwork, work as a team to understand the root causes and put plans in place to resolve them.

- **40-59 = Below Average Teamwork.** You have significant room for improvement. There is more competition between members than cooperation. People are looking out for their own selfish interests. There is conflict, political manipulation, and low employee morale. The performance of your team is well below what it could be if everyone pulled together to help each other. It is time for a significant transformation in how your team operates starting with the mindset of the individuals on the team and the level of trust between your team members.

- **Below 40 = Nonexistent Teamwork.** Your scores indicate that most characteristics of good teamwork are rarely demonstrated. You might have some top performing individual contributors, but you don't work as a team. You are a collection of individuals. It may be that the nature of the work in your organization is such that teamwork is unnecessary. If, however, the work is such that people could benefit from working together and helping each other, you have a lot of work do. Consider assessing and improving every aspect of your organization including the structure, incentives, processes, systems, skills, and attitudes. Your team needs a significant transformation.