

Team Member Rating

For a scheduled Team Building seminar, each team member is being asked to rate 4 to 6 of his or her colleagues in order to clarify relationships within the team. A composite description will be drawn from the results.

Following is a list of generally desirable traits, on which you are asked to rate the person.

Name of Person with whom you are providing feedback: _____

Self

Team Leader

Peer

How often have you observed this person:

Personal Contribution	Almost Never	Seldom	Satisfactory	Just Right	More than necessary
1. Communicates openly with the team	(1)	(2)	(3)	(4)	(5)
2. Tells other team members what they need to know	(1)	(2)	(3)	(4)	(5)
3. Is willing to change opinion in the face of new evidence	(1)	(2)	(3)	(4)	(5)
4. Gives new ideas and methods a fair hearing	(1)	(2)	(3)	(4)	(5)
5. Says so when he or she needs something from the team	(1)	(2)	(3)	(4)	(5)
6. Lets the team know where he or she stands	(1)	(2)	(3)	(4)	(5)
7. Is free with praise of others on team	(1)	(2)	(3)	(4)	(5)
8. Encourages other team members	(1)	(2)	(3)	(4)	(5)
9. Puts team welfare above personal considerations	(1)	(2)	(3)	(4)	(5)
10. Is willing to do more than is required	(1)	(2)	(3)	(4)	(5)

Total Personal Contribution Score

Interpersonal Contribution

	Almost Never	Seldom	Satisfactory	Just Right	More than necessary
11. Requests input from others	(1)	(2)	(3)	(4)	(5)
12. Is available to contribute in his or her area of expertise	(1)	(2)	(3)	(4)	(5)
13. Listens to other team members	(1)	(2)	(3)	(4)	(5)
14. Gives as much value to other team members' skills as to his or her own	(1)	(2)	(3)	(4)	(5)
15. Is willing to compromise in order to accomplish tasks and solve problems.....	(1)	(2)	(3)	(4)	(5)
16. Gives evidence of understanding others' viewpoints	(1)	(2)	(3)	(4)	(5)
17. Contributes to other team members' success	(1)	(2)	(3)	(4)	(5)
18. Can accept a setback gracefully	(1)	(2)	(3)	(4)	(5)
19. Gets people together to discuss differences	(1)	(2)	(3)	(4)	(5)
20. Helps get the right people together to do a job	(1)	(2)	(3)	(4)	(5)

Total Interpersonal Contribution Score

Task Contribution

	Almost Never	Seldom	Satisfactory	Just Right	More than necessary
21. Accepts responsibility for his or her area	(1)	(2)	(3)	(4)	(5)
22. Completes his or her part of tasks that involve more than one team member	(1)	(2)	(3)	(4)	(5)
23. Performs his or her function conscientiously	(1)	(2)	(3)	(4)	(5)
24. Works on improving his or her job skills	(1)	(2)	(3)	(4)	(5)
25. Makes observable effort to improve his or her skills	(1)	(2)	(3)	(4)	(5)
26. Seeks excellence in his or her task accomplishments	(1)	(2)	(3)	(4)	(5)
27. Stays with the job until it's done	(1)	(2)	(3)	(4)	(5)
28. Follows up on ideas, projects, programs	(1)	(2)	(3)	(4)	(5)
29. Grasps new ideas quickly	(1)	(2)	(3)	(4)	(5)
30. Identifies areas of team weakness and gives feedback to the team about them	(1)	(2)	(3)	(4)	(5)

Total Task Contribution Score