



## TEAM CHECKLIST

Rate each area on a scale of 1 to 5 (five being best). To get the team on track, give particular attention to the low scoring areas.

### I. Team Goals:

- 1. Does your team have clear goals?
- 2. How will the team know when the goals have been achieved?
- 3. How will success be measured?
- 4. Are the goals seen as important to the team?
- 5. Do the goals challenge the team to use their skills and abilities?
- 6. Does the team have a high level of commitment to achieve the goals?

Area Rating: \_\_\_\_\_

### II. Team Support:

- 1. Does the team feel management will support the team efforts?
- 2. Does the team get the information they need to accomplish the goals?
- 3. Is recognition for effort and accomplishment provided for the team and its members?
- 4. Are risk taking and creative thinking supported?
- 5. Are all members of the team valued equally?
- 6. Is the team leader open to team input?
- 7. Does the leader listen to individual team member concerns?

Area Rating: \_\_\_\_\_

### III. Team Communication:

- 1. Does the team communicate effectively?
- 2. Is there conflict within the team? How effectively is conflict resolved?
- 3. Do team members feel comfortable discussing key issues?
- 4. Are different points of view respected?

- \_\_\_ 5. Does the team actively work to effectively resolve issues?
- \_\_\_ 6. Does the team keep a record of issues raised and decisions made?

Area Rating: \_\_\_\_\_

**IV. Team Culture:**

- \_\_\_ 1. Have team members gotten to know one another?
- \_\_\_ 2. Do team members trust and respect each other?
- \_\_\_ 3. Are team members treated with dignity and respect?
- \_\_\_ 4. Is there a climate of professionalism?
- \_\_\_ 5. Do team members understand their individual roles responsibilities?
- \_\_\_ 6. Does the team meet with regularity?
- \_\_\_ 7. Are the goals of the team respected and pursued?
- \_\_\_ 8. Do team members encourage each other?
- \_\_\_ 9. Is knowledge shared effectively within the team so that each member can be more successful?

Area Rating: \_\_\_\_\_

**V. Team Performance:**

- \_\_\_ 1. Do team members have clearly defined and measurable standards?
- \_\_\_ 2. Do team members have the skill required to do their job?
- \_\_\_ 3. Are team members required to adhere to team standards?
- \_\_\_ 4. Does the team actively seek information about how well they are doing?
- \_\_\_ 5. Is the team invested in the goals?
- \_\_\_ 6. Does the team demonstrate buy-in? How?
- \_\_\_ 7. Does the team ask for customer feedback?
- \_\_\_ 8. Does the team have a concern for continuous improvement?
- \_\_\_ 9. Does the team make an effort to review and eliminate outdated policies and procedures?

Area Rating: \_\_\_\_\_

Ongoing evaluation of these areas and continuing to answer the questions in a positive manner will allow your team to operate at top levels.