

Assessing Teamwork Skills

QUESTIONNAIRE

(Please note: This is only a sample provided by the author based on personal opinion, experience & research)

Read each statement carefully and place a tick (✓) in the appropriate column according to your level of agreement. Try to be objective and honest in your answers.

S.No	Statements	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1.	Focus on goals Team members share common, mutually beneficial goals					
2.	Team members ensure that goals set are measurable and realistic					
3.	Team members work out strategies for attaining goals before starting any work					
4.	Members value common goals and plan the strategies with commitment and belonging					
5.	Leadership & Ownership Team members believe in each other's abilities and are capable of working without the presence of a leader					
6.	Team members assume leadership roles and work proactively					
7.	Each member in the team assumes ownership for the tasks and gives their full support					
8.	Everyone in the team knows his/her role and expected contributions					
9.	Tasks Delegation Members are not forced to take up tasks if they are not comfortable with it					
10.	Members take initiative in completing tasks even if tasks are not formally delegated to them					
11.	Members give periodic report of the progress of tasks assigned to them					
12.	Tasks are assigned to people with the right skills and expertise					
13.	Time Management Tasks are prioritized and members					

	work guided by a planner					
14.	Team members work together in harmony to meet deadlines					
15.	Each member completes his/her task on time so that it does not impede team's progress					
16.	Members work systematically to complete tasks					
17.	Personal Values & Ethics Members are willing to compromise in order to meet team's goals					
18.	Members are honest and ethical in dealing with each other					
19.	Members are careful as to not to hurt other's feelings					
20.	Members value honesty and integrity					
21.	Monitoring and Constructive Feedback Team members give a systematic progress update to avoid delays and duplication of work					
22.	Team members avoid close supervision and over the shoulder monitoring					
23.	Everyone in the team has the freedom to give suggestions					
24.	Team members work on the policy of giving constructive feedback for making any improvements					
25.	Team spirit and Communication There is open communication and transparency among team members					
26.	Every team member contributes to group discussion and team activities					
27.	Team members enjoy working together and have fun as they work as a team					
28.	Members have positive attitude and do not try to oppose other's ideas or abilities					
29.	Team members take time to listen to others and are empathetic towards each other					

30.	Team Bonding and Trust The team members trust and respect each other					
31.	Team morale is very high and members do not give up on each other					
32.	Members support each other and extend help for any problems faced by the members					
33.	Each member in our team can be trusted to complete the task on time					
34.	Decision-making is fast and efficient because of team spirit and oneness of ideas					
35.	Commitment & Motivation Members motivate one another for accomplishing tasks					
36.	Members feel proud to work in the team and are motivated to stretch their limits					
37.	Members do not mind spending long hours in order to complete tasks					
38.	Even personal life is sacrificed in order to accomplish team goals					
39.	Knowledge, Skills & Resources Team members share knowledge and information with other members					
40.	Team members are willing to work on tasks that challenges their skills and abilities					
41.	Resources are shared among team members and put to productive use					
42.	Team members take risks and enjoy doing new tasks					

Scoring	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5
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