

## TEAM EFFECTIVENESS AUDIT

The purpose of this questionnaire is to assess the current level of team effectiveness. The following pages contain questions that describe characteristics of effective teams. Please circle the ONE number that best describes your team.

	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree
<b><u>Environmental Influences</u></b>					
1. Team members are in close physical proximity to each other.	1	2	3	4	5
2. The team has the appropriate skills to accomplish its assigned task.	1	2	3	4	5
3. The team has adequate resources to do its job.	1	2	3	4	5
4. The reward system in this organization supports teamwork.	1	2	3	4	5
5. The appropriate levels of organizational authority are present on this team.	1	2	3	4	5

*Total Score*

**Goals**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree or Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
1. Team members are involved in setting goals and objectives.	1	2	3	4	5
2. Team goals and objectives are clear and understood by team members.	1	2	3	4	5
3. Goals and objectives are realistic.	1	2	3	4	5
4. This team accomplishes its goals and objectives.	1	2	3	4	5
5. Team members support the goals and objectives of this team.	1	2	3	4	5
6. The goals and objectives of this team are communicated to all team members.	1	2	3	4	5

*Total Score*

	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree
<b><u>Roles</u></b>					
1. Responsibilities on this team are clearly defined.	1	2	3	4	5
2. There is little overlap of roles and responsibilities.	1	2	3	4	5
3. There is effective leadership on this team.	1	2	3	4	5
4. Responsibilities on this team are clear and understood.	1	2	3	4	5
5. Team members work together to accomplish the teams goals and objectives.	1	2	3	4	5

*Total Score*

	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree
<b>Procedures</b>					
1. Team meetings are efficient and resolve issues.	1	2	3	4	5
2. Consensus decision making is the predominate decision making style used by this group.	1	2	3	4	5
3. Decisions are rarely made in a crisis.	1	2	3	4	5
4. Actions are rarely taken without adequate planning.	1	2	3	4	5
5. Team members are on time for meetings.	1	2	3	4	5
6. Meeting agendas cover the significant issues facing the team.	1	2	3	4	5
7. The team emphasizes solving problems versus blaming the individual responsible for the problem.	1	2	3	4	5
8. Assignments are completed by team members.	1	2	3	4	5
9. Team meetings are seen to be valuable and important.	1	2	3	4	5
<i>Total Score</i>					

	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree
<b><u>Relationships</u></b>					
1. Team members have pride in this team.	1	2	3	4	5
2. This team identifies its conflicts and is able to resolve them effectively.	1	2	3	4	5
3. Team members support each other.	1	2	3	4	5
4. Team members trust each other.	1	2	3	4	5
5. Team members like to be identified with this team.	1	2	3	4	5
6. Team members get along with each other.	1	2	3	4	5
7. Team members are minimally defensive with each other.	1	2	3	4	5
8. Team members listen to each other.	1	2	3	4	5
9. Team members provide each other with feedback.	1	2	3	4	5
<i>Total Score</i>					

After you have completed each section, total responses for each section and place them next to the appropriate category.

If you scored higher than the number to the right of the column your team compares favorably to effective teams. If you scored lower than this number your team does not compare favorably to effective teams.

<b>Environmental Influences</b>	<b><u>20</u></b>
<b>Goals</b>	<b><u>24</u></b>
<b>Roles</b>	<b><u>20</u></b>
<b>Procedures</b>	<b><u>36</u></b>
<b>Relationships</b>	<b><u>36</u></b>

After you have analyzed your scores you may want to scan your response for questions which you evaluated as less than three. It is possible for the total category to compare favorably to effective teams, however on a particular issue your team may not compare favorably and this item may need attention.