

Individual Assessment of Team Behaviors

Use this document for providing feedback to an entire team, based on the overall behaviors, attitude, and activities observed. For each trait indicated on the list below, rate the team on a scale of 1 to 5:

- 1 = Not present (opposite trait is present)
- 2 = Very poor (not much evidence of positive trait)
- 3 = Poor (some positive trait is seen)
- 4 = Good (positive trait evident more than opposite trait)
- 5 = Very good (strong evidence of positive trait)

Positive Trait	Score	Comments
Safety		
Inclusion		
Free interaction		
Appropriate level of interdependence		
Cohesiveness		
Trust		
Conflict Resolution		
Influence		
Accomplishment		
Growth		
Other:		
Other:		
Other:		

Guidelines for Constructive Feedback

- Acknowledge the need for feedback.
- Give positive feedback (give negative feedback only if the recipient asks for it).
- Understand the context.
- Know when to give feedback.
- Know how to give feedback.
- Be descriptive.
- Don't use labels.
- Don't exaggerate.
- Don't be judgmental.
- Speak for yourself.
- Talk first about yourself, not about the other person.
- Phrase the issue as a statement, not a question.
- Restrict your feedback to things you observed.
- Help people hear and accept your compliments when giving positive feedback.