

Team Effectiveness Questionnaire

Team effectiveness dimensions

This questionnaire *examines team effectiveness from the perspective of eight [8] dimensions.*

- Purpose and goals
- Roles
- Team processes
- Team relationships
- Intergroup relations
- Problem solving
- Passion and commitment
- Skills and learning

When to use this tool

- To contribute to the assessment of the effectiveness of your team
- To identify team dimensions that need to be improved to increase team effectiveness

What to do: What you think

1. ***Make your own assessment of your team's effectiveness.***
 - Work through the questionnaire, recording your personal assessment of team attributes and behaviors.
2. ***Calculate your assessment for each of the team effectiveness dimensions.***
 - Transfer your assessments to your personal score sheet.
 - Calculate averages for each dimension of team effectiveness.

What to do: What your team thinks

1. ***Ask each team member to assess team's effectiveness.***
 - Work through the questionnaire, recording their personal assessment of team attributes and behaviors.
2. ***Calculate their assessment for each of the team effectiveness dimensions.***
 - Transfer assessments to individual personal score sheet.
 - Calculate averages for each dimension of team effectiveness.
3. ***Calculate the average for all team members.***
 - Transfer average assessment scores for each dimension of team effectiveness to score sheet (not for the individual questions).
 - Calculate overall averages for each dimension of team effectiveness.

How to Use the Results

1. ***Using your assessments, identify the dimensions with the higher averages and those with the lower ones.***
 - Try to identify the underlying factors that influenced the scores; think of specific examples.
 - Specify one or two things you can do differently to raise the lowest scores in the future.
2. ***Compare your perspective with those of the team.***
 - Look at the differences in the average scores of your assessment and those of your team members.
 - Try to explain any significant differences between perspectives.
 - Discuss the different perspectives with the team to solicit ideas about what may have led to the different assessments
 - Specify one or two things you can do differently to minimize the differences and raise the lowest scores in the future.

1. Complete the questionnaire - record your personal assessment of team effectiveness

Read through the following statements carefully	Circle <input type="radio"/> the column that MOST represents YOUR VIEW of how well each statement describes your team				
Statements	Strongly Agree	Agree	Neutral	Disagree	Disagree Strongly
1. Our team has a meaningful, shared purpose.	5	4	3	2	1
2. Team members clearly understand their roles.	5	4	3	2	1
3. Team problem solving results in effective solutions.	5	4	3	2	1
4. Team members appreciate one another's unique capabilities.	5	4	3	2	1
5. We are able to resolve conflicts with other teams collaboratively.	5	4	3	2	1
6. Team members take personal responsibility for the effectiveness of our team.	5	4	3	2	1
7. Working on our team inspires people to do their best.	5	4	3	2	1
8. We have the skills we need to do our jobs effectively.	5	4	3	2	1
9. We are strongly committed to a shared mission.	5	4	3	2	1
10. When an individual's role changes, an intentional effort is made to clarify it for everyone on the team.	5	4	3	2	1
11. We address and resolve issues quickly.	5	4	3	2	1
12. Team members are effective listeners.	5	4	3	2	1
13. We seek to arrange our priorities to meet the needs of other work groups.	5	4	3	2	1
14. Team members maintain a can-do approach when they encounter frustrating situations.	5	4	3	2	1
15. My team has a strong sense of accomplishment relative to our work.	5	4	3	2	1
16. We always ask ourselves, "How can we do better tomorrow what we did today?"	5	4	3	2	1
17. We focus on big-picture strategic issues as much as on day-to-day activities.	5	4	3	2	1
18. Team members understand one another's roles.	5	4	3	2	1
19. People on my team are rewarded for being team players.	5	4	3	2	1

Read through the following statements carefully	Circle the column that MOST represents YOUR VIEW of how well each statement describes your team				
	Statements	Strongly Agree	Agree	Neutral	Disagree
20. Communication in our group is open and honest.	5	4	3	2	1
21. We communicate effectively with other groups.	5	4	3	2	1
22. Team members take initiative to resolve issues between themselves without involving the team leader.	5	4	3	2	1
23. People are proud to be part of our team.	5	4	3	2	1
24. As a team, we are continually working to improve cycle time, speed to market, customer responsiveness, or other key performance indicators.	5	4	3	2	1
25. We set and meet challenging goals.	5	4	3	2	1
26. Everyone values what each member contributes to the team.	5	4	3	2	1
27. Group meetings are very productive.	5	4	3	2	1
28. Members of our team trust each other.	5	4	3	2	1
29. Our team has established trusting and supportive relationships with other teams.	5	4	3	2	1
30. We spend very little time complaining about things we cannot control.	5	4	3	2	1
31. Team members frequently go beyond what is required and do not hesitate to take initiative.	5	4	3	2	1
32. We view everything, even mistakes, as opportunities for learning and growth.	5	4	3	2	1
33. We consistently produce strong, measurable results.	5	4	3	2	1
34. Team members avoid duplication of effort and make sure they are clear about who is doing what.	5	4	3	2	1
35. Our team has mechanisms in place to monitor its results.	5	4	3	2	1
36. Team members help one another deal with problems or resolve issues	5	4	3	2	1
37. We work toward integrating our plans with those of other work groups.	5	4	3	2	1
38. Team members seek and give each other constructive feedback.	5	4	3	2	1
39. As a team, we work to attract and retain top performers.	5	4	3	2	1

Read through the following statements carefully	Circle the column that MOST represents YOUR VIEW of how well each statement describes your team				
Statements	Strongly Agree	Agree	Neutral	Disagree	Disagree Strongly
40. We use various forms of training to keep our skills up-to-date.	5	4	3	2	1
41. We make sure our work helps the organization achieve its goals.	5	4	3	2	1
42. When team members' roles change, specific plans are implemented to help them assume their new responsibilities.	5	4	3	2	1
43. Our team works with a great deal of flexibility so that we can adapt to changing needs.	5	4	3	2	1
44. We are able to work through differences of opinion without damaging relationships.	5	4	3	2	1
45. Our collaborations with other teams are productive, worthwhile, and yield good results.	5	4	3	2	1
46. Team members are sure about what is expected of them and take pride in a job well done.	5	4	3	2	1
47. Our team is excited about the contribution it is making to the organization's competitive viability.	5	4	3	2	1
48. Team members embrace continuous improvement as a way of life.	5	4	3	2	1
49. The mission and goals of my team are well aligned with the organization's mission and goals.	5	4	3	2	1
50. Overlapping or shared tasks and responsibilities do not create problems for team members.	5	4	3	2	1
51. When we choose consensus decision-making, we do it effectively.	5	4	3	2	1
52. Team members display high levels of cooperation and mutual support.	5	4	3	2	1
53. The goals of our group support those of other groups.	5	4	3	2	1
54. Team members consider how their actions will impact others when deciding what to do.	5	4	3	2	1
55. My team is proud of its accomplishments and optimistic about the future.	5	4	3	2	1
56. Team members work to ensure we are using best-practice methods.	5	4	3	2	1

2. Transfer your assessments to your personal score sheet

1. In the matrix below, **write the numeric value of your assessments** (1, 2, 3, 4 or 5) for each of the 56 statements.
2. **Total the scores.**
3. **Divide each total by 7** to calculate the average for each team effectiveness dimension.

Purpose and goals	Roles	Team processes	Team relationships
1 _____	2 _____	3 _____	4 _____
9 _____	10 _____	11 _____	12 _____
17 _____	18 _____	19 _____	20 _____
25 _____	26 _____	27 _____	28 _____
33 _____	34 _____	35 _____	36 _____
41 _____	42 _____	43 _____	44 _____
49 _____	50 _____	51 _____	52 _____
Total = _____	Total = _____	Total = _____	Total = _____
Average Divide total by 7 _____			

Intergroup relations	Problem solving	Passion and commitment	Skills and learning
5 _____	6 _____	7 _____	8 _____
13 _____	14 _____	15 _____	16 _____
21 _____	22 _____	23 _____	24 _____
29 _____	30 _____	31 _____	32 _____
37 _____	38 _____	39 _____	40 _____
45 _____	46 _____	47 _____	48 _____
53 _____	54 _____	55 _____	56 _____
Total = _____	Total = _____	Total = _____	Total = _____
Average = Divide total by 7 _____			

Total of all 8 average scores = **= Team Effectiveness Score**