

Teamwork assessment

Ability	Never	Rarely	Sometimes	More often than not	Almost always	Always
	1	2	3	4	5	6
<p><b>listen actively</b> Understand in detail what is said to you; accurately paraphrase and appropriately respond to what is heard without interrupting</p>	<p>Rationale/evidence for rating:</p> <p>Plans for further development:</p>					
	1	2	3	4	5	6
<p><b>participate actively</b> Be prepared, pay attention, be trustworthy, give clear/focused input, ask questions, solicit all viewpoints, don't dominate, keep accurate records, keep group momentum going</p>	<p>Rationale/evidence for rating:</p> <p>Plans for further development:</p>					
	1	2	3	4	5	6
<p><b>provide support</b> Encourage participation of all, be welcoming and approachable, do your share/fill your assigned role, contribute consistently, give positive feedback and constructive criticism</p>	<p>Rationale/evidence for rating:</p> <p>Plans for further development:</p>					
	1	2	3	4	5	6
<p><b>decide collaboratively</b> Make decisions all can live with, be adaptable, be open to compromises, give reasons for your views, assure equal/fair input among participants</p>	<p>Rationale/evidence for rating:</p> <p>Plans for further development:</p>					
	1	2	3	4	5	6
<p><b>manage conflicts</b> Care about others, be open to others' points of view, keep communication open, diffuse negative emotions, agree to disagree</p>	<p>Rationale/evidence for rating:</p> <p>Plans for further development:</p>					

(Adapted from Jiles, D., Huba, M. & Others, ISU (2000).)