

Team Effectiveness Checklist

	We have aims and objectives that we all agree upon.
	We all show equal commitment to our objective.
	We have well balanced roles that complement each other.
	All the skills that are needed to complete our objectives are represented on the team.
	We all take part in deciding how work should be allocated.
	We are committed to helping each other.
	We have a good decision making process.
	Our goals align with the overall goals of our organization.
	We have adequate resources and share them effectively.
	We acknowledge good contributions from team members.
	Our meetings are productive and use time well.
	We handle disagreements and conflicts constructively within the team.
	Team members work cooperatively.
	The team pulls together in times of stress.
	Our group relates well to other teams in the organization.
	We are able to give constructive criticism to one another and to accept it ourselves.
	We all attend meetings and stay to the end.
	Information is communicated effectively with all team members.
	All team members understand what the team is trying to do and their individual role.
	The size of our team is about right for the amount of work we have and efficient for operations.
	We trust each other.
	We remain united even when we disagree.
	We support each other to outsiders.

We feel comfortable and relaxed with one another.

We have effective ways of dealing with disagreements.

Each team member feels empowered to voice opinions.

The team's performance is measurable and all team members know the key metrics.

Team members share equally in the rewards earned by the team.

(Based partly on Levin, P., and Kent, I. (2001). Draft manual on teamwork tutoring: 28 questions and answers for academics on teamwork in universities.)