



## Team Member Citizenship: *Coaching Member Contributions*

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Team Members: \_\_\_\_\_

### Purpose

We all need help in learning to be responsible citizens of a team. In this exercise you will rate and coach yourself and teammates toward responsible citizenship in your team. This exercise will help you develop skills for self- and peer-assessment, both of which are valuable skills in professional workplaces.

### Part A: Importance of Contributions

Please rate the **importance** of different types of team member contributions for their impact on a team's success. Select (check) an importance level for each contribution. Use the following definitions for importance ratings:

Rating	Definition of Importance
Low	This contribution does not significantly affect the success of the team by its presence or absence.
Medium	This contribution may affect quality and efficiency, but the team can complete its work with or without this contribution.
High	This contribution is critical for the team to complete its work and to achieve quality and efficiency.

		Importance to Team		
		Low	Medium	High
Team Relationships	Engages members with respect			
	Demonstrates commitment			
	Resolves conflicts constructively			
Joint Achievements	Helps establish shared goals			
	Follows plans to achieve team goals			
	Works synergistically with others			
Member Contributions	Delegates/completes tasks, as needed			
	Performs competently to team standards			
	Enables development in self and others			
Team Information	Strives for fully-informed members			
	Communicates well with external clients			
	Documents achievements well			

## Part B: Member Contributions

Please rate members of your team (**including yourself**) on their contributions to **team effectiveness**. In each cell, assign the person a rating of 1 to 5 for each contribution, based on definitions given below. Note: Ratings of 1 or 5 are seldom received by students.

- |   |                      |   |
|---|----------------------|---|
| 5 | <b>Extraordinary</b> | <i>Models ideal professional responsibility; consistently exceeds expectations</i>    |
| 4 | <b>Very Good</b>     | <i>Faithfully meets expectations; does not fail without a compelling excuse</i>       |
| 3 | <b>Good</b>          | <i>Usually meets expectations; occasionally allows failure to occur</i>               |
| 2 | <b>Fair</b>          | <i>Occasionally meets expectations; too frequently fails to perform as expected</i>   |
| 1 | <b>Poor</b>          | <i>Rarely meets expectations; consistently is unreliable or performs inadequately</i> |

		Team Member Initials							
	Member Contributions	(me)							
<b>Team Relationships</b>	Engages members with respect								Member Ratings* (1 to 5 in each cell)
	Demonstrates commitment								
	Resolves conflicts constructively								
<b>Joint Achievements</b>	Helps establish shared goals								
	Follows plans to achieve team goals								
	Works synergistically with others								
<b>Member Contributions</b>	Delegates/completes tasks, as needed								
	Performs competently to team standards								
	Enables development in self and others								
<b>Team Information</b>	Strives for fully-informed members								
	Communicates well with stakeholders								
	Documents achievements well								

\*If you gave any ratings of 1 or 5, please justify these below. Note: These statements are seen only by instructors.

## Part C: Relative Contributions

Identify **relative contributions** (%) of each team member (including yourself) to overall project achievements. Percentages entered should add to 100%.

		Team Member Initials							Total
		(me)							
<b>Overall value</b> contributed by each member (%)*									<b>100%</b>

\*Please explain percentages that differ greatly from others. Note: Your statements are seen only by instructors.

## Part D: Member Strengths

Every member brings strength to a team in one or more of the following areas:

### Team Relationships

- ☐ Engages members with respect
- ☐ Demonstrates commitment
- ☐ Resolves conflicts constructively

### Joint Achievements

- ☐ Helps establish shared goals
- ☐ Follows plans to achieve team goals
- ☐ Works synergistically with others

### Member Contributions

- ☐ Delegates/completes tasks, as needed
- ☐ Performs competently to team standards
- ☐ Enables development in self and others

### Team Information

- ☐ Strives for fully informed members
- ☐ Communicates well with external clients
- ☐ Documents achievements well

For each member (**including yourself**), write about one personal strength that is valued by the team:

1. Identify an area of strength (from the list of 12 above or another strength area),
2. Describe what characteristics of this contribution make it strong, and
3. Explain how this strength benefits the team.

<i>Your Name:</i>		<i>Area of strength:</i>	
Description:			
Benefits:			

<i>Name:</i>		<i>Area of strength:</i>	
Description:			
Benefits:			

<i>Name:</i>		<i>Area of strength:</i>	
Description:			
Benefits:			

<i>Name:</i>		<i>Area of strength:</i>	
Description:			
Benefits:			

<i>Name:</i>		<i>Area of strength:</i>	
Description:			
Benefits:			

## Part E: Member Coaching

Each of your team members has an area of contribution that, **if improved**, could benefit your team.

### Team Relationships

- ☐ Engages members with respect
- ☐ Demonstrates commitment
- ☐ Resolves conflicts constructively

### Joint Achievements

- ☐ Helps establish shared goals
- ☐ Follows plans to achieve team goals
- ☐ Works synergistically with others

### Member Contributions

- ☐ Delegates/completes tasks, as needed
- ☐ Performs competently to team standards
- ☐ Enables development in self and others

### Team Information

- ☐ Strives for fully informed members
- ☐ Communicates well with stakeholders
- ☐ Documents achievements well

For each member (**including yourself**), write about **one** contribution that can be improved:

1. Identify an **area** to be improved (from the list of 12 above or another strength area),
2. Describe what the **desired** performance of this contribution looks like, and
3. Suggest specific **steps** that can be taken to produce the desired improvement.

<i>Your Name:</i>		<i>Area to Improve:</i>	
Desired Performance:			
Steps toward Improvement:			

<i>Name:</i>		<i>Area to Improve:</i>	
Desired Performance:			
Steps toward Improvement:			

<i>Name:</i>		<i>Area to Improve:</i>	
Desired Performance:			
Steps toward Improvement:			

<i>Name:</i>		<i>Area to Improve:</i>	
Desired Performance:			
Steps toward Improvement:			

<i>Name:</i>		<i>Area to Improve:</i>	
Desired Performance:			
Steps toward Improvement:			