

Team Effectiveness Survey

Instructions: Please give your candid opinion of *teamwork and how teams function at MPI* by rating its characteristics on the seven-point scale shown below. Circle the appropriate number on each scale to represent your evaluation. Do not put your name on this. Return the survey in the envelope provided.

1. Goal Clarity

Are goals and objectives clearly understood and accepted by all team members?

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Goals and objectives aren't known, understood or accepted | | | | | | Goals and objectives are clear and accepted |

2. Participation

Is everyone involved and heard during group discussions or is there a "tyranny of a minority"?

| | | | | | | |
|-------------------------------|---|---|---|---|---|----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| A few people tend to dominate | | | | | | Everyone is active and has a say |

3. Consultation

Are team members consulted on matters concerning them?

| | | | | | | |
|-------------------------|---|---|---|---|---|-----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| We are seldom Consulted | | | | | | Team members are always consulted |

4. Decision Making

Are teams both objective and effective at making decisions?

| | | | | | | |
|--|---|---|---|---|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Team are ineffective at reaching decisions | | | | | | Teams are very effective at reaching decisions |

5. Roles and Responsibilities

When team actions are planned, are clear assignments made and accepted?

| | | | | | | |
|--------------------------|---|---|---|---|---|---------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Roles are poorly defined | | | | | | Roles are clearly defined |

6. Procedures

Do teams have clear rules, methods and procedures to guide them? Are there agreed-upon methods for problem solving?

| | | | | | | |
|--|---|---|---|---|---------------------------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| There is little structure and we lack procedures | | | | | Teams have clear rules and procedures | |

7. Communications

Are communications between team members open and honest? Do team members listen actively?

| | | | | | | |
|---|---|---|---|---|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Communications are not open Not enough listening | | | | | Communications are open People listen | |

8. Confronting Difficulties

Are difficult or uncomfortable issues openly worked through or are conflicts avoided? Are conflicts worked through?

| | | | | | | |
|---|---|---|---|---|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Difficulties are avoided Little direct conflict management | | | | | Problems are attacked openly attacked openly and directly | |

9. Openness & Trust

Are team members open in their transactions? Are there hidden agendas? Do members feel free to be candid?

| | | | | | | |
|---|---|---|---|---|---------------------------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Individuals are guarded and hide motives | | | | | Everyone is open and speaks freely | |

10. Commitment

How committed are team members to deadlines, meetings and other team activities?

| | | | | | | |
|---|---|---|---|---|------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Deadlines and commitments often missed | | | | | Total commitment | |

11. Support

Do members pull for each other? What happens when one person makes a mistake? Do members help each other?

| | | | | | | |
|----------------------------|---|---|---|---|---|-----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Little evidence of support | | | | | | Lots of support |

12. Risk Taking

Do individuals feel that they can try new things, risk failure? Do teams encourage risk?

| | | | | | | |
|-------------------------|---|---|---|---|---|--------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Little support for risk | | | | | | Lots of support for risk |

13. Atmosphere

Is the team atmosphere informal, comfortable and relaxed?

| | | | | | | |
|--------------------------|---|---|---|---|---|-----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| The team spirit is tense | | | | | | Teams are comfortable and relaxed |

14. Leadership

Are leadership roles shared, or do the same people dominate and control?

| | | | | | | |
|-----------------------|---|---|---|---|---|-----------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| A few people dominate | | | | | | Leadership is evenly shared |

15. Evaluation

Do teams routinely stop and evaluate how they're doing in order to improve?

| | | | | | | |
|-------------------|---|---|---|---|---|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| We never evaluate | | | | | | We routinely evaluate |

16. Meetings

Are meetings orderly, well planned and productive?

| | | | | | | |
|---------------|---|---|---|---|---|--------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Waste of time | | | | | | Couldn't be better |

17. Fun

Is there an "esprit de corps," or sense of fun, on our team?

| | | | | | | |
|---------|---|---|---|---|---|--------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Humbug! | | | | | | We have fun! |