

# Team Assessment Form - Supplement

This supplement provides suggestions for completing the comments section of the team assessment form.

Consider using one of the comments below when looking to cite ONE specific thing the team member did that contributed to successful completion of the activity.

performed hands-on/construction tasks for activity
used the computer to support activity (simulation software or other software application)
wrote answers to lab questions for the team
recorded data
performed analysis/calculations
determined the sources of difficulty (trouble shooter)
coordinated efforts of team members
evaluated and interpreted data
explained theory
explained procedure
explained how to use the equipment
information seeker
follower
did not positively contribute to the team's effort

Consider using one of the comments below when looking to cite ONE characteristic of this person that was most supportive of positive team building.

opinion giver - states opinion, belief, or points of view relevant to the task
elaborator/clarifier - clarifies, gives examples or develops meaning
compromiser - offers to compromise when clearly necessary for group progress
made it possible for another member to make a contribution
collaborative
receptive to other's opinions and ideas
mediator
good listener
cooperative
supportive
upbeat/positive attitude
energizer - raises the level of enthusiasm for the group's work
encourager
organizer
mentor
summarizer
coordinator
leader
good communication during activity
good communication outside class
initiator - proposes solutions; suggests new ideas, new attacks on problems
orienter - brings group members back to the task when they get off track
opinion seeker
information seeker
follower

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Consider using one of the comments below when looking to provide a suggestion for improvement. Remember that everyone has room for improvement. You should offer a suggestion in one or more of these categories:

- (1) skill or attitude that would be most useful for team work
- (2) task-based or maintenance-based skill in which the person is not as confident
- (3) team maintenance skill that the person is ready to improve on but has little experience in
- (4) leadership skills

do more hands-on construction tasks for team
do more on the computer to support the team activity
write or help write the answers to lab questions for the team
record lab information
do more analysis/calculations
be more patient
explain more to team members
share responsibilities
don't be bossy
trust team members more
communicate more with team members in class
communicate more with team members outside of class
compromise more
mediate more
be more open-minded
listen more
be the team leader
set standards for the team
don't be so uptight
stay focused on activity, don't fool around
have a more positive attitude
keep up with the team
be more involved/active in the work
be more involved with the group
be more prepared
be on time
help organize the team
help keep the team focused on the task by assigning jobs
help troubleshoot
help clarify the problems
help other team members make a contribution
be more responsive
help the group manage conflict

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Consider using one of the comments below when looking to provide a characteristic of good leadership that a team member demonstrated during the activity.

N/A - team member must first develop basic task and maintenance skills before working on leadership skills
good listener - listened to input from other team members
good communicator - made sure everyone in the team was informed as to the activity's progress
good organizational skills
very well prepared
knowledgeable with the theoretical and practical content of the activity