

TOOL

# Team Effectiveness Self-Assessment

---



This product is the intellectual property of Elena Aguilar and Bright Morning.  
Unauthorized use, reproduction, or distribution is prohibited.

# Team Effectiveness Self-Assessment

## **Purpose**

This tool helps teams assess their effectiveness across key elements such as purpose, communication, collaboration, and accountability. It provides a structured way to identify strengths and areas for growth.

## **When to Use**

Use this tool when reflecting on how well a team is functioning, when challenges arise, or when you want to strengthen team effectiveness. It is especially useful at key points in a team's development or as part of a regular reflection cycle.

## **How to Use It**

Have team members individually rate each element and provide examples or evidence to support their ratings. Then come together to discuss patterns, similarities, and differences in perception. Use the conversation to identify priority areas for growth and determine concrete next steps. This tool is intended to support reflection and improvement—not evaluation—and can be revisited over time to track progress.

# Team Effectiveness Self-Assessment

TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

TEAM MEMBER: \_\_\_\_\_

Rate the following elements on a scale of 1 to 5, with 1 = strongly disagree, 2 = disagree, 3 = neutral, 4 = agree, and 5 = strongly agree. Wherever possible, offer examples that illustrate each element.

Element	Rating	Examples/Comments
<b>1. Purpose</b>  We understand and agree on our team's purpose and goals.		
<b>2. Results</b>  We accomplish what we set out to achieve.		
<b>3. Procedures</b>  There are effective procedures to guide team functioning.		
<b>4. Meeting Process</b>  Meetings are well facilitated and focused and result in clear outcomes.		
<b>5. Decisions</b>  We have clear agreements about how decisions will be made.		

# Team Effectiveness Self-Assessment

Rate the following elements on a scale of 1 to 5, with 1 = strongly disagree, 2 = disagree, 3 = neutral, 4 = agree, and 5 = strongly agree. Wherever possible, offer examples that illustrate each element.

Element	Rating	Examples/Comments
<p><b>6. Commitment</b></p> <p>Team members buy into decisions without hidden reservations or hesitation; actions reflect our commitment.</p>		
<p><b>7. Member Contributions</b></p> <p>Member contributions (ideas or information) are recognized and utilized. Different styles are embraced.</p>		
<p><b>8. Creativity</b></p> <p>We experiment with different ways of doing things and are creative in our approach.</p>		
<p><b>9. Collaboration</b></p> <p>Team members share our experience and expertise in ways that enhance team productivity and development.</p>		
<p><b>10. Respect</b></p> <p>I feel valued as an individual member in this group. People treat all individuals with respect.</p>		
<p><b>11. Interpersonal Communication</b></p> <p>Communication between members is open and balanced at meetings.</p>		

# Team Effectiveness Self-Assessment

Rate the following elements on a scale of 1 to 5, with 1 = strongly disagree, 2 = disagree, 3 = neutral, 4 = agree, and 5 = strongly agree. Wherever possible, offer examples that illustrate each element.

Element	Rating	Examples/Comments
<p><b>12. Productive Conflict</b></p> <p>Members engage in unfiltered debate around ideas and issues related to the work.</p>		
<p><b>13. Unproductive Conflict</b></p> <p>We work constructively on issues until they are resolved.</p>		
<p><b>14. Accountability</b></p> <p>Team members hold each other accountable.</p>		
<p><b>15. Evaluation</b></p> <p>We often evaluate our team process and productivity.</p>		

WHAT'S NEXT

# Keep Learning with Bright Morning



Join [Leading Teams that Get Stuff Done.](#)

**Confidently lead a thriving, resilient, learning team that gets stuff done.**

- Build trust-based cultures where innovation flourishes and cynicism fades.
- Establish clear team purpose that aligns individual efforts toward common goals.
- Turn administrative overwhelm into streamlined systems that keep your team thriving.



And for an entire year of on-demand support, join our [Leadership Lab.](#)

**Everything you need to lead a thriving team.**

- Transform your thorniest team problems into clear action plans through monthly consultancy sessions.
- Walk away with ready-to-use templates and word-for-word scripts that eliminate leadership guesswork.
- Build trust, distribute leadership, and increase buy-in through strategic approaches.

Curious what this could look like for your team?  
Schedule your [complimentary consultation.](#)

