

# The Team Feedback Survey

## About the Team Feedback Survey (TFS)

Working in teams requires two kinds of skills: Team Leadership and Team Facilitation. You and other team members are the source of these skills. The team's ability to perform at high levels depends upon each individual and the contributions he or she makes. Information gathered with the TFS can be used to guide the growth of any team and its members. Each person for whom a survey is completed receives a TFS Report comparing his or her own responses to the combined observations of other team members. Individual ratings always remain confidential, as team members will see only averages of others' responses.

## Rating Instructions

Think about all of the situations in which you and other team members work together. First you will rate yourself on each of the 20 team behaviors. Then you will rate each of your fellow team members on the same behaviors. Remember: This information will remain confidential, so be completely candid. Also, be sure to base your responses on actual behavior. For each of the other team members that you rate, you can provide additional feedback in the form of specific comments. These comments should be constructive and should focus on behavior that is related to the effectiveness of the team.

The first ten behaviors refer to how effectively team members help to lead and manage the team. Team leadership can come from any team member and all team members can play a leadership role at one time or another.

For each statement, please read it carefully, then indicate how often you exhibit the behavior. The rating scale is shown at the top of the table. If you have not observed the behavior in yourself, then select N/O for Not Observed.

	Never	Rarely	Sometimes	Frequently	Always	N/O
Clarifies roles and responsibilities of others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reviews progress throughout work sessions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anticipates problems and develops contingency plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognizes interrelationships among problems and issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Suggests new approaches to solving problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizes information into meaningful categories	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helps others to draw conclusions from the facts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Defines task priorities for work sessions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensures that goals are understood by all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summarizes the team's position on issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The next ten behaviors refer to how effectively team members help facilitate the processes and operations of the team. Effective facilitation helps the team communicate and collaborate more effectively.

For each statement, please read it carefully, then indicate how often you exhibit the behavior. The rating scale is shown at the top of the table. If you have not observed the behavior in yourself, then select N/O for Not Observed.

	Never	Rarely	Sometimes	Frequently	Always	N/O
Conveys interest in what others are saying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages ideas and opinions even when they differ from his/her own	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Works towards solutions and compromises that are acceptable to all involved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shares credit for success with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperates with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages participation among all participants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shares information with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reinforces the contributions of others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Involves others in decisions that affect them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages others to express their views even when they are contrary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments**

Please enter any comments in the area below.