

Team/Leadership Skills Rubric

Name of fellow team member being assessed: _____

Directions: For each competency, circle a number on a scale of 1-3 (3 being a superior performance of the competency) above the statement that best describes your fellow teammate's behavior.

Competency 1: Organization and Coordination				
Organization				
1	1.5	2	2.5	3
Does not contribute to (1) assigning roles or (2) defining goals.	Assists in (1) assigning roles and (2) defining goals.	Assumes leadership role in (1) assigning roles and (2) defining goals.		
Coordination				
1	1.5	2	2.5	3
Does not contribute to either (1) prioritizing and coordinating tasks or (2) integrating individual contributions into the final product.	Assists in (1) prioritizing and coordinating tasks to meet deadlines and/or (2) integrating individual contributions into the final product.	Assumes leadership role in (1) prioritizing and coordinating tasks and/or (2) integrating individual contributions into final product.		
Competency 2: Participation				
1	1.5	2	2.5	3
(1) Frequently misses meeting or arrives late, (2) misses deadlines, and (3) fails to complete own share of responsibilities.	(1) Infrequently misses meetings or arrives late, and (2) satisfactorily completes assignments in a timely manner.	(1) Punctually attends and is well prepared for all meetings; (2) all assignments are of high quality and meet deadlines. (3) Motivates team members to accomplish goals.		
Competency 3: Problem Solving				
1	1.5	2	2.5	3
Does not (1) contribute information/research, (2) brainstorm solutions, or (3) assist in evaluating solutions/alternatives.	(1) Contributes information/research, (2) brainstorms solutions, and (3) assists in evaluating solutions/alternatives.	(1) Contributes information/research, (2) offers insightful or creative solutions, and (3) provides a framework for evaluating solutions/alternatives.		
Competency 4: Group Dynamics				
1	1.5	2	2.5	3
(1) Monopolizes team's discussion time, (2) does not listen to others, (3) does not encourage participation of others, OR (4) does not contribute to discussion.	(1) Participates without monopolizing discussion, and (2) listens to others.	(1) Participation without monopolizing discussion, (2) builds upon ideas of others, and (3) actively encourages the participation of others.		
Competency 5: Conflict Resolution				
1	1.5	2	2.5	3
(1) Offers no constructive solutions to resolve conflict, or (2) undermines conflict resolution by emphasizing personalities rather than issues.	(1) Offers solutions to resolve conflict, and (2) emphasizes issues rather than personalities.	(1) Resolves conflict based upon objective criteria, (2) encourages win-win solutions, and (3) addresses free-rider problem constructively without creating hostilities.		

Comments: _____

In order to provide more detailed feedback to this team member, please check the specific behaviors you observed that team member demonstrate. Please include additional comments that you feel necessary to provide appropriate feedback to that individual.

- Assists in assignment of roles and responsibilities.
- Contributes to the definition of team goals.
- Assists in prioritizing and coordinating goals.
- Helps integrate individual contributions into team's final project.
- Attends meetings consistently and punctually.
- Consistently completes team assignments and tasks on time.
- Carries own share of team's responsibilities.
- Contributes information and/or research.
- Participates in team brainstorming of solutions/alternatives to problem.
- Assists in constructively evaluating pros and cons of generated solutions.
- Participates in team discussion.
- Does not monopolize team's discussion time.
- Listens actively by paraphrasing/building upon ideas of others.
- Encourages others to participate.
- Emphasizes issues rather than personalities.
- Offers constructive solutions to conflict.
- Constructively addresses free- riders (members not contributing adequately to team)
- Resolves conflict using objective criteria.

Comments:

Alghalith, A., Blum, M., Medlock, A., & Weber, S. (2004). Truman State University, Division of Business and Accountancy.