

Teamwork Rubric

	Accomplished	Competent	Needs Improvement	Limited
Shared Vision & Interdependence	<p>Team members agree to and are committed to a vision of producing high quality work</p> <p>Team members are aware of the interdependence of team work, and they strive to fulfill their responsibilities; they are accountable to the team, and they contribute to holding others accountable for the timely completion of quality work</p>	<p>Team members generally agree to a vision of teamwork focused on producing quality work, however, some team members occasionally appear to be working towards goals other than those agreed to by the team</p> <p>Team members know that teamwork is interdependent, but may lose sight of this as they focus on their own responsibilities; they know that it is important that they hold each other accountable, but are reluctant to do so and make only limited efforts</p>	<p>Team members have some difficulty in committing to a vision for the team and its goals; the team can produce a statement of its vision, but team members are not all dedicated to achieving the vision</p> <p>Team members don't fully understand teamwork, or they are not committed to the work of the team; to the extent that they are involved, it is only with their responsibilities; they don't feel accountable to the team, and do not feel that it their responsibility to hold teammates accountable; the work suffers as a result</p>	<p>Team members cannot agree on a vision of teamwork focused on work—apathy, personal needs of some team members, and disagreements, conflicts, or interpersonal problems among team members prevent agreement</p> <p>Individuals feel little/no sense of team responsibility, or obligation to teammates; the concern is exclusively with personal responsibilities, and even those may not be seen as an obligation; there is little or no sense of accountability, either of being accountable to the team, or of holding teammates accountable</p>
Feedback, Mutual Respect, & Conflict Resolution	<p>Team members provide and use constructive feedback to improve their product/performance</p> <p>Team members work collegially, sharing ideas, information and suggestions to better accomplish the task</p> <p>Team conflicts are resolved with minimum disruption to work</p>	<p>Constructive feedback is mostly accepted and used for improvement</p> <p>Team members work collaboratively, though some members feel more free to contribute than others</p> <p>Team conflicts are resolved, though with some disruption to work</p>	<p>Feedback given is not always constructive, is not usually sought out, and is often questioned</p> <p>Team members work in part as individuals or small groups, so some team members don't receive information or ideas</p> <p>Team conflicts often disrupt work and may require intervention</p>	<p>Feedback is generally not asked for nor given; criticism is not accepted</p> <p>There is little or no teamwork as individuals or groups work independently; no communication/coordination</p> <p>The team is generally unable to resolve conflicts without help</p>

Teamwork Rubric, Cont'd.

	Accomplished	Competent	Needs Improvement	Limited
Efficient Use of Resources	<p>Team members pay attention to what tasks need doing, and are willing to do the tasks, independent of “job” description or assignment</p> <p>The team is systematic in finding and using necessary and sufficient information, tools, and resources to accomplish tasks</p>	<p>Team members are willing to do tasks beyond their job description or role, but typically require a leader to identify the task and request them to do it</p> <p>The team can find and use information, tools, and resources, but may use an unsystematic method</p>	<p>Team members tend to be focused exclusively on their direct responsibilities; they might be willing to do other tasks, but do not tend to see them, and often resist when leaders request that they do additional tasks</p> <p>The team approaches the finding and use of tools, information, and resources haphazardly; there are waste and missed opportunities</p>	<p>“It’s not my department”—team members display little/no concern for tasks for which they are not directly responsible, or for the undertaking as a whole</p> <p>There is little evidence that the team can find and use necessary information, tools, and resources, though individual members may be successful</p>
Task is Accomplished	<p>The team produces a quality product that meets the task requirements, clients’ needs, or needs of the situation, and reflects a concern for quality</p>	<p>The team product satisfies the needs of the task, client or situation; however, some refinement and polishing may be needed</p>	<p>The team product begins to address the needs of the task, client or situation, but is incomplete and/or needs major revision</p>	<p>The team produces a significantly flawed product: incomplete or fragmentary; poorly conceived; it is not appropriate for the task, client, or situation</p>