# Teamwork Rating Scale

<table>
<thead>
<tr>
<th>Score</th>
<th>Contributing to Team’s Work</th>
<th>Interacting with Teammates</th>
<th>Keeping the Team on Track</th>
<th>Expecting Quality</th>
<th>Having Related Knowledge, Skills, and Abilities</th>
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</thead>
</table>
| 5     | ● Does more or higher-quality work than expected.  
       ● Makes important contributions that improve the team's work.  
       ● Helps teammates who are having difficulty completing their work.  
       ● Asks for and shows an interest in teammates' ideas and contributions.  
       ● Makes sure teammates stay informed and understand each other.  
       ● Provides encouragement or enthusiasm to the team.  
       ● Asks teammates for feedback and uses their suggestions to improve. | ● Watches conditions affecting the team and monitors the team's progress.  
       ● Makes sure that teammates are making appropriate progress.  
       ● Gives teammates specific, timely, and constructive feedback. | ● Motivates the team to do excellent work.  
       ● Cares that the team does outstanding work, even if there is no additional reward.  
       ● Believes that the team can do excellent work. | ● Demonstrates the knowledge, skills, and abilities to do excellent work.  
       ● Acquires new knowledge or skills to improve the team's performance.  
       ● Able to perform the role of any team member if necessary. |
| 4     | ● Completes a fair share of the team's work with acceptable quality.  
       ● Keeps commitments and completes assignments on time.  
       ● Helps teammates who are having difficulty when it is easy or important.  
       ● Listens to teammates and respects their contributions.  
       ● Communicates clearly. Shares information with teammates.  
       ● Participates fully in team activities.  
       ● Respects and responds to feedback from teammates. | ● Notices changes that influence the team's success.  
       ● Knows what everyone on the team should be doing and notices problems.  
       ● Alerts teammates or suggests solutions when the team's success is threatened. | ● Encourages the team to do good work that meets all requirements.  
       ● Wants the team to perform well enough to earn all available rewards.  
       ● Believes that the team can fully meet its responsibilities. | ● Demonstrates sufficient knowledge, skills, and abilities to contribute to the team's work.  
       ● Acquires knowledge or skills as needed to meet requirements.  
       ● Able to perform some of the tasks normally done by other team members. |
| 3     | ● Does not do a fair share of the team's work. Delivers sloppy or incomplete work.  
       ● Misses deadlines. Is late, unprepared, or absent for team meetings.  
       ● Does not assist teammates. Quits if the work becomes difficult.  
       ● Interrupts, ignores, bosses, or makes fun of teammates.  
       ● Takes actions that affect teammates without their input. Does not share information.  
       ● Complains, makes excuses, or does not interact with teammates.  
       ● Is defensive. Will not accept help or advice from teammates. | ● Is unaware of whether the team is meeting its goals.  
       ● Does not pay attention to teammates' progress.  
       ● Avoids discussing team problems, even when they are obvious. | ● Satisfied even if the team does not meet assigned standards.  
       ● Wants the team to avoid work, even if it hurts the team.  
       ● Doubts that the team can meet its requirements. | ● Missing basic qualifications needed to be a member of the team.  
       ● Unable or unwilling to develop knowledge or skills to contribute to the team.  
       ● Unable to perform any of the duties of other team members. |