

More information (complete list of items, alternate versions/formats, costs) available at <http://www.firststepstraining.com/resources/teq/index.htm>

TEAM EFFECTIVENESS QUESTIONNAIRE 2.0

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INSTRUCTIONS:

1. This questionnaire is intended to measure *your perception* of your team. (For simplicity, the term "team" is used throughout to refer to your work group, section or department.)
2. Before you begin, please select a four-digit number **THAT YOU WILL REMEMBER** (e.g., mine might be 0807 -- my birthdate -- or 9337 -- the last four digits in my phone number). Write this number at the top of each page in the space provided.
3. Please respond to each item. Please use **Black ink**.
4. Circle the number on each scale of 1-10 that best indicates where you think your team is. Scores of 10 or 1 indicate your belief that no team could possibly do better or worse than your team is currently doing. *Scores of 10 or 1 should be rare.*
5. Feel free, if you so desire, to write comments in the margin which further explain your choices. There is, however, no expectation that you do so.
6. This instrument is meant to aid your team in its pursuit of excellence, so please respond to each item as candidly as possible. Responses will **NOT** be attributed to you personally.
7. Each item should require no more than 10 seconds to answer, with a total estimated time to complete at 20-30 minutes.

DIRECTION**CORE MISSION, VISION, VALUES****1. Our team has a written mission statement.**

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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2. We have identified our key internal and external customers and how we add value for them.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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3. Our team has a written vision statement.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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4. We have agreed on the basic human values we consider important to guide our work together.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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5. I feel I had reasonable input in formulating our team's mission, vision and values.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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OBJECTIVES**6. Our team has translated our team charter and larger team goals into specific shorter team objectives.**

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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7. I understand our team's objectives.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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8. I believe these objectives are reasonable and obtainable.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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9. Our objectives are in writing.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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10. Our objectives are measurable.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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11. I am committed to achieving these objectives.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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12. I feel I had reasonable input in selecting the team's objectives.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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13. I get adequate and timely feedback on our performance against these objectives.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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14. We have written action plans for achieving our objectives.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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15. I have written objectives for my own work.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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16. There is a common sense of purpose among our team.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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STRUCTURE/ROLES/RESOURCES**ORGANIZATIONAL STRUCTURE****17. Our team is organized in a way that best supports achieving our core mission and objectives.**

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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18. The team's reporting relationships are intelligently structured.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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RESOURCES**19. I think our team receives adequate training to enable us to reach our objectives.**

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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20. Our work processes/methods are adequate.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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21. Our equipment is well suited to meet our objectives.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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ROLES**22. All necessary roles on the team are being filled.**

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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23. We have the right people filling the necessary roles in this team.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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24. There is little overlap or conflict in roles on the team.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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25. I am clear about my own role in meeting the team's objectives.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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26. I am clear about the roles of others on the team in meeting our objectives.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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27. We are all held accountable by the team for performing our tasks.

not at all true	1	2	3	4	5	6	7	8	9	10	very true
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Other Areas assessed include:***WORK PROCESSES******" MEETINGS******" DECISION MAKING******" CONFLICT RESOLUTION******" LEADERSHIP******" PLANNING******" DOCUMENTATION******" PROCESS IMPROVEMENT******" TRAINING******RELATIONSHIPS WITHIN THE TEAM******" TRUST & SUPPORT******" EXPECTATIONS******" REWARD/RECOGNITION******" INTEGRITY******" TEAMWORK******RELATIONSHIPS WITH OTHER WORK GROUPS***

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