

# TEAMWORK PERFORMANCE REVIEW CHECKLIST



## GOAL SETTING & ALIGNMENT

- Are team goals clearly defined, measurable, achievable, relevant, and time-bound (SMART)?
- Do individual goals align with team goals and overall business objectives?
- Are goals effectively communicated to all team members?

## COMMUNICATION & COLLABORATION

- Does the team communicate regularly and effectively?
- Are the right communication channels used for different situations (e.g., email, meetings, instant messaging)?
- Is information shared openly and transparently within the team?
- Does the team work together effectively to achieve common goals?
- Does the team have a healthy approach to resolving disagreements?

## ROLES & RESPONSIBILITIES

- Are individual roles and responsibilities clearly defined and understood by all team members?
- Do team members take ownership of their tasks and assignments?
- Is there a system for holding each other accountable for results?
- Is the workload distributed fairly among team members?

## WORKFLOW & PROCESSES

- Are there bottlenecks or inefficiencies in the team's workflow?
- Are there clear processes in place for common tasks?
- Can the team adapt to changes and unexpected situations?
- Does the team actively seek ways to improve their processes?

**Collaboration can improve productivity by 30%**

*Source: Gitnux*



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## TEAMWORK SKILLS

- Do team members actively listen to each other's ideas and perspectives?
- Is there an environment of trust and respect within the team?
- Does the team work together effectively to solve problems?
- Does the team have a clear and efficient decision-making process?
- Do team members support each other and celebrate successes?

## ADDITIONAL CONSIDERATIONS

- How comfortable and engaged are team members in the overall team environment?
- Does the team have access to the necessary tools and resources to be successful?
- Are there opportunities for team members to learn new skills and develop professionally?

## NEXT STEPS...

- Based on the review, identify key areas for improvement.
- Develop an action plan with specific steps to address these areas.
- Assign ownership and deadlines for each action item.
- Schedule regular follow-up meetings to track progress and make adjustments as needed.



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