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

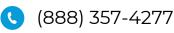
- Are there bottlenecks or inefficiencies in the team's workflow?
- Are there clear processes in place for common tasks?
- Can the team adapt to changes and unexpected situations?
- Does the team actively seek ways to improve their processes?

Collaboration can improve productivity by 30%

Source: Gitnu>

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TEAMWORK PERFORMANCE REVIEW CHECKLIST

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?

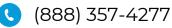
ADDITIONAL CONSIDERATIONS

- 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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