

# Team Feedback Survey Report

*Prepared for: John Doe*

The purpose of the Team Feedback Survey (TFS) is to assist you in your growth and development as a team member. Your report includes information about how you perceive yourself as a team member, lets you know how others see you, and gives you the opportunity to compare your self-perceptions with those of your teammates.

This document is an interpretive guide to the summary information provided in your TFS Report. The feedback that you receive is organized into the two categories of team effectiveness: Leadership and Facilitation. An overall score on each category is the average of how you rated yourself and how others rated you on specific team-related behaviors.

## General Guidelines on Using Feedback

Receiving feedback is sometimes difficult, but in the long run feedback is always helpful. To get the most out of the information in this report, consider the following:

- The purpose of feedback is to assist in your development as an effective team member. Therefore, you should consider how this information might help you improve.
- Your feedback is essentially a "snapshot" of how you and others perceive your behavior at a given point in time. Whether this picture changes is largely up to you.
- You may be surprised by how others have assessed your performance as a team member. Even if you do not agree, accept the feedback as their perceptions and try to acknowledge that *how you appear to be* is at least part of who you are.
- Pay close attention to the specific comments given by your teammates in the **Comments** section of the report. Comments can often reveal important aspects of your behavior.

Use this report as a tool to help further explore your performance as a team member. As you review the report, compare your self-ratings with how the other team members rated you. You should pay particular attention to "gaps"; i.e., instances where there is a large difference (greater than 0.5) between how you rated yourself and how others rated you. Print out your report and save it. If you have received previous TFS data, you can also compare your present results with those you received in the past to see how your behavior might have changed. Finally, you can use the feedback and developmental suggestions in this guide to help define specific developmental action steps you can take to improve your effectiveness.

## Item Ratings by Dimension

Your Team Feedback Survey report provides the following information:

- **Dimension Ratings** - An average of your self-ratings and an average of the ratings that you received from your teammates for the dimensions of Team Leadership and Team Facilitation. The dimension score is the average of the item scores for the dimension.

- **Item Ratings** - Your ratings of yourself for each item and the average of your fellow team members' ratings of you on the same item.
- **Comments** - Specific comments about your behavior from your teammates.

## Interpreting Your Results

### Rating Scale

All numbers that appear in your report are presented in terms of the five-point scale that appeared on the TFS. An interpretation of the scale points is shown below.

Above 4.0	= Strength
3.0 - 4.0	= Adequate Effectiveness
Below 3.0	= Development Area

### Dimension Definitions

Each team member can help his or her team be more effective through two types of behaviors: those related to leading and managing the team, and those related to facilitating collaboration and cooperation among team members.

- **Team Leadership**  
Every member of a team can play a leadership role. Leadership behaviors include those related to defining the tasks, roles and responsibilities for other team members as well as those related to taking initiative in solving problems and making plans. Effective team leaders tend to be results oriented and help the team to make decisions and solve problems.
- **Team Facilitation**  
Facilitation behaviors include those related to encouraging and reinforcing other team members and helping create a good climate for teamwork by cooperating and sharing. Effective team facilitators tend to be people oriented and have good interpersonal skills.

Review your scores on each dimension. You should first focus on the dimension on which you were rated lowest by your teammates. Then look at your scores on specific items for further insight. Finally, review any comments that your teammates have made regarding your team related behavior (self scores are indicated by a “»”). You can then seek additional feedback from your teammates before setting developmental goals for yourself.

## Your Results

### Team Leadership

Question	Self	Others
<b>Overall Score: Team Leadership</b>	<b>3.7</b>	<b>3.6</b>
Clarifies roles and responsibilities of others	3.0	3.7
Reviews progress throughout work sessions	4.0	4.0
Anticipates problems and develops contingency plans	5.0	3.5
Recognizes interrelationships among problems and issues	4.0	4.0
Suggests new approaches to solving problems	3.0	3.0
Organizes information into meaningful categories	4.0	3.7
Helps others to draw conclusions from the facts	3.0	3.3
Defines task priorities for work sessions	3.0	4.0
Ensures that goals are understood by all	4.0	3.0
Summarizes the team's position on issues	4.0	3.7

### Team Facilitation

Question	Self	Others
<b>Overall Score: Team Facilitation</b>	<b>3.5</b>	<b>3.8</b>
Conveys interest in what others are saying	3.0	4.0
Encourages ideas and opinions even when they differ from his/her own	5.0	3.3
Works towards solutions and compromises that are acceptable to all involved	5.0	3.7
Shares credit for success with others	3.0	3.7
Cooperates with others	3.0	4.3
Encourages participation among all participants	4.0	4.0
Shares information with others	3.0	4.3
Reinforces the contributions of others	2.0	3.3
Involves others in decisions that affect them	3.0	3.7
Encourages others to express their views even when they are contrary	4.0	3.3

## Comments

- » I would like to have more opportunities for leadership.
- John's been a great team member. I've enjoyed learning from him.

DO NOT REPRODUCE