

Collaboration Self-Assessment

Instructions: Print out two copies of this form, then respond according to the 1-5 scale below. On one copy, rate how you interact with subordinates; on the second copy, rate how you interact with peers. Then add up your scores. Are they similar? Different? What are your collaboration strengths? Where do you need the most development?

1 = Almost Never, 2 = Rarely, 3 = Sometimes, 4 = Often, 5 = Almost Always

Individual Skills: "I...

- see good relationships as a fundamental business resource."
- am honest and fair in dealing with others."
- trust others and am trustworthy."
- share personal information to create a common ground."
- express my own needs openly and directly."
- respect the rights of others."

Interpersonal Skills: "I...

- respond flexibly to varying individual needs."
- maintain mutual status, even when roles have unequal power."
- explicitly negotiate mutually valued norms."
- work to clearly define roles and role boundaries."
- listen to/respond positively to others' ideas/concerns."
- respond to criticism or challenge non-defensively."
- give constructive, descriptive feedback."
- give credit or recognition where warranted."

Teamwork: "I...

- promote a friendly climate and good morale."
- seek input/involve others in decisions affecting them."
- work to develop teamwork and cooperation in the group."
- collaborate with others to achieve common goals."
- work well with diverse co-workers and/or functional perspectives."

Problem Solving: "I...

- encourage exploration of differing viewpoints, attitudes, and interests."
- make my own reasoning, data, and assumptions explicit."
- take responsibility for my own contribution to any problems we have."
- look for valid data, even if it refutes my own convictions."
- work to meet mutual needs, interests, and objectives."
- facilitate 'both/and' thinking; encourage 'What if...,' especially with opposing views."

Organizational Alignment: "I...

- align my own function with the company's mission, goals, and priorities."
- cooperate across functions to achieve company objectives."
- give priority to company goals over departmental gain."