



Sukkur IBA University

Teamwork Skills - Rubric

4.1 Students will be able to work effectively within teams

#	Dimension	Unsatisfactory (0)	Satisfactory (2)	Highly Satisfactory (4)	Score
1	Attendance	One of more of the team members frequently miss meetings and do not inform the team. When they do come, they are often late of leave early.	Most members are present at the majority of meetings. When members have to be absent, they inform the team.	Most members attend all meetings, are punctual, and stay for the entire meeting. If they missed one, they contacted and made up for what they missed.	
2	Preparation	Team members always came unprepared, and really didn't seem to care.	Team members came prepared and did most of what they were assigned. Seemed to have good excuses when they weren't prepared.	Team members came prepared, and did everything they said they would and even a bit more.	
3	Participation	Team did not define the task and few members participate actively.	Team informally defined the tasks, all members understand them and were able to make meaningful contribution.	Team has an extensive project management plan that outlines the tasks to be accomplished, resources that are needed, due dates, assigned aspects to various members and anticipated future needs.	
5	Decision Making	There is no decision making process, individuals make decisions, and they do not reflect the thinking or the desires of the team.	Decision making procedures were established informally and decisions were made with the involvement of team members.	All team members mobilize personal strengths to set forth their ideas and to negotiate a fit between personal ideas and ideas of other, using contrasts to spark and sustain knowledge advancement to the entire team.	
6	Team Cohesion	Low morale exists; there is little or no cohesion among team members. The team atmosphere is competitive and/or individualistic	Members feel some commitment to the team, but it is not consistent. Members' behavior ranges from individualistic to cooperative and supportive.	Team members are committed to the teams and show a sense of bonding and companionship. A climate of trust and acceptance exists and members feel pride in being part of the team.	
7	Managing Conflict	Conflicts that arise are either not dealt with or cannot be resolved. Members tend to hide their true feelings and opinions.	Members are generally able to resolve conflicts through discussion and are reasonably open to one another.	Team members actively embrace different ideas and are committed to resolving conflicts as they arise through an open discussion and compromise.	