

### CATME Teamwork Rating Scale

Score	Contributing to Team's Work	Interacting with Teammates	Keeping the Team on Track	Expecting Quality	Having Related Knowledge, Skills & Abilities
<b>5</b>	<ul style="list-style-type: none"> <li>Does more or higher-quality work than expected</li> <li>Makes important contributions that improve the team's work</li> <li>Helps teammates who are having difficulty completing their work</li> </ul>	<ul style="list-style-type: none"> <li>Asks for and shows an interest in teammates' ideas and contributions</li> <li>Makes sure teammates stay informed and understand each other</li> <li>Provides encouragement or enthusiasm to the team</li> <li>Asks teammates for feedback and uses their suggestions to improve</li> </ul>	<ul style="list-style-type: none"> <li>Watches conditions affecting the team and monitors the team's progress</li> <li>Makes sure that teammates are making appropriate progress</li> <li>Gives teammates specific, timely, and constructive feedback</li> </ul>	<ul style="list-style-type: none"> <li>Motivates the team to do excellent work</li> <li>Cares that the team does outstanding work, even if there is no additional reward</li> <li>Believes that the team can do excellent work</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates the knowledge, skills, and abilities to do excellent work</li> <li>Acquires new knowledge or skills to improve the team's performance</li> <li>Able to perform the role of any team member if necessary</li> </ul>
<b>4</b>	Demonstrates behaviors described immediately above and below.				
<b>3</b>	<ul style="list-style-type: none"> <li>Completes a fair share of the team's work with acceptable quality</li> <li>Keeps commitments and completes assignments on time</li> <li>Helps teammates who are having difficulty when it is easy or important</li> </ul>	<ul style="list-style-type: none"> <li>Listens to teammates and respects their contributions</li> <li>Communicates clearly. Shares information with teammates</li> <li>Participates fully in team activities</li> <li>Respects and responds to feedback from teammates</li> </ul>	<ul style="list-style-type: none"> <li>Notifies changes that influence the team's success</li> <li>Knows what everyone on the team should be doing and notices problems</li> <li>Alerts teammates or suggests solutions when the team's success is threatened</li> </ul>	<ul style="list-style-type: none"> <li>Encourages the team to do good work that meets all requirements</li> <li>Wants the team to perform well enough to earn all available rewards</li> <li>Believes that the team can fully meet its responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates sufficient knowledge, skills, and abilities to contribute to the team's work</li> <li>Acquires knowledge or skills as needed to meet requirements</li> <li>Able to perform some of the tasks normally done by other team members</li> </ul>
<b>2</b>	Demonstrates behaviors described immediately above and below.				
<b>1</b>	<ul style="list-style-type: none"> <li>Does not do a fair share of the team's work. Delivers sloppy or incomplete work</li> <li>Misses deadlines. Is late, unprepared, or absent for team meetings</li> <li>Does not assist teammates. Quits if the work becomes difficult</li> </ul>	<ul style="list-style-type: none"> <li>Interrupts, ignores, bosses, or makes fun of teammates</li> <li>Takes actions that affect teammates without their input. Does not share information.</li> <li>Complains, makes excuses, or does not interact with teammates.</li> <li>Is defensive. Will not accept help or advice from teammates</li> </ul>	<ul style="list-style-type: none"> <li>Is unaware of whether the team is meeting its goals</li> <li>Does not pay attention to teammates' progress</li> <li>Avoids discussing team problems, even when they are obvious</li> </ul>	<ul style="list-style-type: none"> <li>Satisfied even if the team does not meet assigned standards.</li> <li>Wants the team to avoid work, even if it hurts the team</li> <li>Doubts the team can meet its requirements</li> </ul>	<ul style="list-style-type: none"> <li>Missing basic qualifications needed to be a member of the team</li> <li>Unable or unwilling to develop knowledge or skills to contribute to the team</li> <li>Unable to perform any of the duties of other team members</li> </ul>

\*Modified from Catme.org