Use this survey with every person in your firm. I encourage you to not leave anyone out. You could use paper, or be more efficient and use an electronic survey tool such as Survey Monkey. <https://www.surveymonkey.com/>

TEAM SURVEY:

Think of a time when you worked on a team within the firm. A committee you were a part of, a client engagement you were involved in or possibly a strategic initiative that you were asked to be involved with. As you take the survey, keep your focus on that team, and ask yourself the following questions.

When we are working within this collaborative team:

1. I feel we establish agreements on goals at the beginning of the process:
   1. Always
   2. Most of the Time
   3. Occasionally
   4. Rarely
   5. Never
2. I feel we included all team members – including those outside the initial group - as we set goals and objectives when appropriate:
   1. Always
   2. Most of the Time
   3. Occasionally
   4. Rarely
   5. Never
3. I feel that we stayed committed to the overall goals set out by the team throughout the process:
   1. Always
   2. Most of the Time
   3. Occasionally
   4. Rarely
   5. Never
4. I feel we met and discussed the goals and changes that might need to be made on a regular basis:
   1. Always
   2. Most of the Time
   3. Occasionally
   4. Rarely
   5. Never
5. I feel that there was support from the leaders in the firm for collaborative teamwork:
   1. Always
   2. Most of the Time
   3. Occasionally
   4. Rarely
   5. Never
6. I feel we used a variety of communication means effectively to collaborate throughout the process, including but not limited to email, instant messaging, text, face to face meetings, phone, etc):
   1. Always
   2. Most of the Time
   3. Occasionally
   4. Rarely
   5. Never
7. I feel we listened closely and considered every member’s voice and opinion in regard to final decisions:
   1. Always
   2. Most of the Time
   3. Occasionally
   4. Rarely
   5. Never
8. I feel that I had a sense of belonging and importance within the group:
   1. Always
   2. Most of the Time
   3. Occasionally
   4. Rarely
   5. Never
9. I feel that the group established deadlines for steps and outcomes throughout the process:
   1. Always
   2. Most of the Time
   3. Occasionally
   4. Rarely
   5. Never
10. I feel that the group considered and encouraged alternative “outside the box” approaches to goals and outcomes:
    1. Always
    2. Most of the Time
    3. Occasionally
    4. Rarely
    5. Never
11. I feel that the focus of our teamwork was consistent with overall firm goals:
    1. Always
    2. Most of the Time
    3. Occasionally
    4. Rarely
    5. Never
12. I feel that every person in the group had an equal share of power:
    1. Always
    2. Most of the Time
    3. Occasionally
    4. Rarely
    5. Never
13. I feel that each person on the team helped and supported each other:
    1. Always
    2. Most of the Time
    3. Occasionally
    4. Rarely
    5. Never
14. I feel that each person on the team respected each other equally:
    1. Always
    2. Most of the Time
    3. Occasionally
    4. Rarely
    5. Never
15. I feel that every member of the team was open and honest with each other:
    1. Always
    2. Most of the Time
    3. Occasionally
    4. Rarely
    5. Never
16. I feel that our team worked to achieve mutually satisfying resolution for differences of opinions:
    1. Always
    2. Most of the Time
    3. Occasionally
    4. Rarely
    5. Never
17. I feel that everyone on the team was able to share their unique talents, skills and abilities to insure the most effective outcome:
    1. Always
    2. Most of the Time
    3. Occasionally
    4. Rarely
    5. Never
18. I feel that our team created a cooperative atmosphere among the members when addressing all situations, and goals:
    1. Always
    2. Most of the Time
    3. Occasionally
    4. Rarely
    5. Never
19. I feel that our team had a strong sense of trust:
    1. Always
    2. Most of the Time
    3. Occasionally
    4. Rarely
    5. Never
20. I feel that collaboration is a part of **all** teams that I am a member of within the firm:
    1. Always
    2. Most of the Time
    3. Occasionally
    4. Rarely
    5. Never