Office of Career and Professional Development
Science Library, G50 | PH: 518-437-4900
career@albany.edu | www.albany.edu/career

Teamwork Rubric

Teamwork is one of the eight **National Association of College and Employers (NACE) Career Readiness Competencies** that are needed for students to be successful in the work environment. This Teamwork Rubric may be adapted and utilized during a group project for any academic discipline.

There is a team member assessment and a self-assessment of the same rubric below. The team members will assess one another and will utilize one assessment page for each member of the group. Each member will also do a self-assessment of themselves for their own participation to the overall group project. The faculty member can then provide a participation grade for each student basing it on the feedback from their team members and from the individual student themselves. This is also an opportunity for the faculty member to explain to the students how teamwork is assessed in the work environment from managers and supervisors. This can also be a way for students to become more mindful and aware of what it means to be a team player, and that their role, whether in a small or large group, matter.

For any feedback regarding the Teamwork Rubric, please email Megumi Kim, Career Advisor at the Career & Professional Development Office, at mtkim@albany.edu.

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UNIVERSITY AT ALBANY
State University of New York

TEAM MEMBER NAME: _____

TEAMWORK RUBRIC – TEAM MEMBER ASSESSMENT

TEAM MEMBER ASSESSMENT	Exemplary 4	Good 3	Fair 2	Developing 1
Contribution	Fully engaged with the team's topic and provided thoughtful contribution that shaped the course of the overall project. Actively participated in writing the team paper and pivotal in creating the powerpoint presentation.	Good engagement with the team's topic and provided contribution that added to the overall project. Participated in writing the team paper and in creating the powerpoint presentation for most of the time.	Engaged with the team's topic and provided minimal contribution to the overall project. Participated only as needed in writing the team paper and in creating the powerpoint presentation.	Was not fully engaged with the team's topic and did not contribute to the project. Needed to be asked or did not participate in writing the team paper or creating the powerpoint presentation.
Communication	Always communicated in a polite and friendly manner to team members. If a conflict/disagreement occurred, always addressed the issues and provided suggestions for improvement between the team members in a constructive manner.	Communicated in a polite and friendly manner to team members most of the time. If a conflict/disagreement occurred, sometimes addressed the issues and provided suggestions for improvement between the team members in a constructive manner.	Communicated in a polite and friendly manner to team members sometimes. If a conflict/disagreement occurred, rarely addressed the issues and provided suggestions for improvement between the team members in a constructive manner.	Did not always communicate in a polite and friendly manner to team members. If a conflict/disagreement occurred, avoided addressing the issues and did not provide suggestions for improvement.
Openness	Always willingly listened to all team members' different ideas and came up with different ways on how to incorporate them into the team project. Always showed empathy and sensitivity towards diverse perspectives other than their own.	Listened to all team members' different ideas most of the time and at times provided ways on how to incorporate them into the team project. Showed empathy and sensitivity towards diverse perspectives other than their own most of the time.	Listened to team members' ideas and provided ways on how to incorporate them into the team project only when needed. Showed limited empathy and sensitivity towards diverse perspectives other than their own.	Didn't listen to team members' different ideas and didn't provide ways on how to incorporate them into the team project when needed. Didn't show empathy and sensitivity towards diverse perspectives other than their own.
Professionalism	Always updated the team on necessary changes to the project. Ensured that all deadlines were met on time. Initiated all of the opportunities for the group to meet and attended all group meetings to keep the project moving efficiently and productively.	Updated the team on necessary changes to the project most of the time. Ensured that all deadlines were met on time most of the time. Sometimes initiated opportunities for the group to meet and attended most group meetings on time to keep the project moving efficiently and productively.	Sometimes didn't update the team on necessary changes to the project. Sometime didn't meet the deadlines for the group and missed group meetings once or twice. Rarely initiated opportunities for the group to meet.	Never updated the team on necessary changes to the project. Never met the deadlines for the group and was consistently late or missed every group meeting. Never initiated opportunities for the group to meet.

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NAME: _____

TEAMWORK RUBRIC – SELF ASSESSMENT

SELF ASSESSMENT	Exemplary 4	Good 3	Fair 2	Developing 1
Contribution	Fully engaged with the team's topic and provided thoughtful contribution that shaped the course of the overall project. Actively participated in writing the team paper and pivotal in creating the powerpoint presentation.	Good engagement with the team's topic and provided contribution that added to the overall project. Participated in writing the team paper and in creating the powerpoint presentation for most of the time.	Engaged with the team's topic and provided minimal contribution to the overall project. Participated only as needed in writing the team paper and in creating the powerpoint presentation.	Was not fully engaged with the team's topic and did not contribute to the project. Needed to be asked or did not participate in writing the team paper or creating the powerpoint presentation.
Communication	Always communicated in a polite and friendly manner to team members. If a conflict/disagreement occurred, always addressed the issues and provided suggestions for improvement between the team members in a constructive manner.	Communicated in a polite and friendly manner to team members most of the time. If a conflict/disagreement occurred, sometimes addressed the issues and provided suggestions for improvement between the team members in a constructive manner.	Communicated in a polite and friendly manner to team members sometimes. If a conflict/disagreement occurred, rarely addressed the issues and provided suggestions for improvement between the team members in a constructive manner.	Did not always communicate in a polite and friendly manner to team members. If a conflict/disagreement occurred, avoided addressing the issues and did not provide suggestions for improvement.
Openness	Always willingly listened to all team members' different ideas and came up with different ways on how to incorporate them into the team project. Always showed empathy and sensitivity towards diverse perspectives other than their own.	Listened to all team members' different ideas most of the time and at times provided ways on how to incorporate them into the team project. Showed empathy and sensitivity towards diverse perspectives other than their own most of the time.	Listened to team members' ideas and provided ways on how to incorporate them into the team project only when needed. Showed limited empathy and sensitivity towards diverse perspectives other than their own.	Didn't listen to team members' different ideas and didn't provide ways on how to incorporate them into the team project when needed. Didn't show empathy and sensitivity towards diverse perspectives other than their own.
Professionalism	Always updated the team on necessary changes to the project. Ensured that all deadlines were met on time. Initiated all of the opportunities for the group to meet and attended all group meetings to keep the project moving efficiently and productively.	Updated the team on necessary changes to the project most of the time. Ensured that all deadlines were met on time most of the time. Sometimes initiated opportunities for the group to meet and attended most group meetings on time to keep the project moving efficiently and productively.	Sometimes didn't update the team on necessary changes to the project. Sometime didn't meet the deadlines for the group and missed group meetings once or twice. Rarely initiated opportunities for the group to meet.	Never updated the team on necessary changes to the project. Never met the deadlines for the group and was consistently late or missed every group meeting. Never initiated opportunities for the group to meet.