

PERSONAL PROCESS CHECK RATING FORM

For each of the following rating scales rate yourself as you experienced your behavior in the most recent group activity. Circle the number that is closest to your behavior.

TASK FUNCTIONS

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____
I did not stay on task
I forgot the goal
I stayed on task and
contributed to it

PARTICIPATION

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____
I let others take over
I sat out and kept quiet
I encouraged everyone to
contributed their ideas

LISTENING

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____
I talked over others
I did not make eye contact
I asked good questions
and encouraged others to
speak while I listened

SHARED LEADERSHIP

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____
I deferred to the leader
I resisted others' leading
I took responsibility for
the work of the group

OUTCOMES

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____
I prefer to work independently
I think we wasted time
I felt the whole result was
greater than the sum of its
parts

CONFLICT

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____
I avoided it and smoothed
disagreements over
I expressed my ideas
Even when they were in
Conflict with others

PROCESS CHECK RATING FORM

For each of the following rating scales, silently rate your group's process as you experienced it during the meeting.

TASK FUNCTIONS

1	2	3	4	5	6	7	8	9	10
The meeting lacked focus, wandered from one topic to another, dwelled on trivia					The meeting showed orderly progress on the task, followed agenda or orderly sequence				

PARTICIPATION

1	2	3	4	5	6	7	8	9	10
A few members dominated while others stayed quiet					Everyone contributed ideas and took part in group decisions				

LISTENING

1	2	3	4	5	6	7	8	9	10
Two or more people often talked at once; team members failed to listen to one another					One person talked at a time; team members listened respectfully				

SHARED LEADERSHIP

1	2	3	4	5	6	7	8	9	10
Few people besides the designated leader did anything to keep us on task					We shared leadership; everyone took responsibility for staying on task				

OUTCOMES

1	2	3	4	5	6	7	8	9	10
We could have achieved better outcomes by working independently					We achieved better results by working together than independently				

CONFLICT

1	2	3	4	5	6	7	8	9	10
Avoided, minimized, smoothed over; open disagreement/angry exchanges that are unresolved					Differences openly expressed and acknowledged; willing to confront differences. Mutual solution sought				