10 Characteristics of An Effective Team Member

1. **Supports the Team's Mission and Goals**
   a. Has a clear understanding of the team's mission and goals
   b. Assists the team with maintaining direction and focus
   c. Helps guide the team back to the mission and goals, as needed
2. **Demonstrates Enthusiasm and Commitment**
   a. Cares about the work of the team, other team members, and individual responsibilities
   b. Actively supports the team's mission and goals
   c. Willing to put aside differences for the good of the team's mission and goals
3. **Communicates Constructively**
   a. Willing to exchange feelings, thoughts, experiences, and ideas openly and honestly
   b. Expresses personal thoughts, ideas, and opinions respectfully, positively and succinctly
   c. Asks open-ended questions and seeks clarification
4. **Actively Listens**
   a. Respectfully listens, absorbs, and considers the ideas and points of views of others
   b. Able to receive criticism without becoming defensive
   c. Listens first and speaks later so that meaningful dialogue results
5. **Actively Participates**
   a. Comes prepared for team meetings, speaks up in discussions, and shares knowledge
   b. Fully engaged in the work of the team and does not sit passively on the sidelines
   c. Initiates and brings ideas to the table; helps make things happen; volunteers
6. **Demonstrates Reliability and Follow-Through**
   a. On time and consistently attends meetings and/or activities
   b. Volunteers and follows through on agreed-upon tasks
   c. Demonstrates consistent performance, time and time again
7. **Engages in Collaborative and Cooperative Teamwork**
   a. Committed to working together despite differences in style or perspective
   b. Committed to figuring out ways to solve problems effectively and efficiently
   c. Responds to requests for assistance without hesitation and takes the initiative to offer help
8. **Exhibits Flexibility**
   a. Able to adapt to ever-changing situations
   b. Able to consider new or novel ideas or move in a new direction
   c. Able to consider different points of view and compromise when needed
9. **Works as a Problem-Solver**
   a. Uses data to address areas of concerns
   b. Engages in the problem-solving process (Identification, Analysis, Intervention, Evaluation)
   c. Solutions-oriented vs. 'problem-dweller, problem-blamer, or problem-avoider'
10. **Demonstrates a Sense of Humor**
    a. Able to have a good time while moving forward toward achieving the team's goals
    b. Holds the team together and adds perspective
    c. Keeps team members balanced