

## Contributing to Team Success

*Actively participating as a member of a team to move the team toward the completion of goals.*

### Key Actions

- **Facilitates goal accomplishment**—Makes procedural or process suggestions for achieving team goals or performing team functions; provides necessary resources or helps to remove obstacles to help the team accomplish its goals.
- **Involves others**—Listens to and fully involves others in team decisions and actions; values and uses individual differences and talents.
- **Informs others on team**—Shares important or relevant information with the team.
- **Models commitment**—Adheres to the team's expectations and guidelines; fulfills team responsibilities; demonstrates personal commitment to the team.

### Questions

1. Tell me about a time when you encouraged a quiet team member to get more involved. What did you do or say? What happened?
2. Describe how you have encouraged members on your team to share their perspectives and ideas. What did you do or say to encourage them? What happened?
3. What are some specific tasks you've completed that directly contributed to accomplishing a team goal?
4. Tell me about a time when a team you were on got stalled and was not functioning effectively. What was the problem? What did you do?
5. Sometimes we comply with a team decision, even though we have personal reservations. Describe a time when this happened to you.
6. Accomplishing team goals often requires activities and tasks beyond formal team meetings. Tell me about something you've done outside of formal meetings that helped a team accomplish its objectives.

7. To accomplish goals, a team often must obtain resources from other areas. Tell me about a time when you had to do this. What did you do? How did you know your actions benefited the team?
8. Describe how you've used procedural suggestions to help move your team forward. Give me a recent example. What did you suggest? What happened?
9. Describe the most effective techniques you've used to encourage full participation from every member of a team you were on.
10. Describe how you've involved other team members in decision making. Why did you do so? How did their input add value?

**Questions for people with little work experience**

11. Give me an example of a time when a team or group of which you were a member accomplished its goals. What was your role? What was the team's objective?
12. Describe a time when you needed to share information that would benefit your team/group. What did you do? What was the result?

