

teamwork & collaboration

Build and maintain collaborative relationships using individual strengths, shared responsibility, conflict management, and respect to achieve a common goal.

QUESTIONS TO ASK YOURSELF ABOUT YOUR TEAMWORK & COLLABORATION COMPETENCY

- Are you actively involved in any student clubs or community organizations where you work on committees, teams, or groups?
- Are you taking or have you taken any courses requiring group projects?
- Have you received any formal training on how to collaborate and function as a productive team member?

WAYS YOU CAN FURTHER DEVELOP YOUR TEAMWORK & COLLABORATION COMPETENCY

STRATEGIES TO ENGAGE WITH OTHERS

___ Get involved with students organizations found on HatterSync

FIND YOUR TEAM

___ Commit to a competition team related to your academic, career, or sports interests

WAYS TO BEGIN DESCRIBING A SPECIFIC EXAMPLE OF THIS COMPETENCY TO EMPLOYERS & GRAD SCHOOLS

- Appropriately represented the group and present a positive self-image
- Completed a project correctly and by deadline building trust with leader
- Civilly resolved conflicts by acknowledging emotions and focusing on facts that are at the center of disagreements
- Understood alternative viewpoints and opinions by asking questions respectfully and keeping an open mind
- Influenced others and had the willingness to act without necessarily holding a formal position of authority
- Understood my own roles and responsibilities within a group and how they may change in differing situations
- Took initiative to find growth opportunities that contribute to the advancement of individuals and the team as a whole
- Advocated my position/stance on things with a willingness to cooperate, build consensus, and sometimes compromise
- Provided support to struggling team members
- Provided constructive feedback on group and individual performance
- Brought member concerns to the attention of group leader
- Took responsibility for productive group meetings by engaging in active discussions, asking thoughtful questions, summarizing decisions, and creating action steps
- Assisted leader by offering to facilitate meetings, creating agendas, initiating ideas, and encouraging/motivating teammates

RATE YOUR TEAMWORK & COLLABORATION COMPETENCY

Rate how developed your teamwork and collaboration competency is:

1 2 3 4 5 6 7

Provide an example where you developed and applied your teamwork and collaboration competency:

CAREER & PROFESSIONAL DEVELOPMENT

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