

SELF-ASSESSMENT: TAKING PERSONAL RESPONSIBILITY IN COLLABORATION

Rate yourself on each statement:

- In need of improvement
- My skills are emerging
- I'm meeting the standards
- I'm exceeding the expectations

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Category	In need of improvement	My skills are emerging	I'm meeting the standards	I'm exceeding the expectations
Accountability	I rarely take responsibility for my tasks within the team	I sometimes take responsibility, but may rely on others to complete my work	I usually take responsibility for my assigned tasks and complete them on time	I always take full responsibility for my work and support others in their accountability
Reliability	I often fail to deliver on commitments to my team	I sometimes follow through on commitments but not consistently	I follow through on commitments and can be relied on by my team	I am highly reliable and consistently go beyond what is expected
Initiative in Collaboration	I wait for others to take the lead and rarely contribute actively	I occasionally take initiative but often depend on others	I take initiative in collaboration and contribute ideas regularly	I proactively lead, motivate others, and strengthen collaboration within the team
Reflection & Learning	I rarely reflect on my contributions or learn from collaboration experiences	I sometimes reflect but do not always act on what I learn	I reflect on my contributions and apply lessons to improve future teamwork	I consistently reflect, learn, and help others improve their collaborative practices

Reflective questions

1. How do I currently take responsibility for my contributions in team settings?
2. When have I not followed through on commitments, and what impact did it have on the team?
3. What actions can I take to become more accountable, reliable, and proactive in collaboration?

Guidelines for action

1. Identify Strengths and Growth Areas
 - Highlight one area where you already show responsibility.
 - Highlight one area where you see the most room for improvement.
2. Set a SMART Goal
 - Example: "I will deliver all my assigned tasks on time for the next group project and check in with teammates weekly."
3. Choose an Action Step
 - Select one practice to strengthen immediately (e.g., setting reminders for deadlines, offering help to teammates, reflecting after meetings).
4. Monitor Your Progress
 - Keep a weekly reflection: Did I meet my commitments? How did I contribute to collaboration?
5. Seek Feedback
 - Ask a peer, mentor, or teacher how they perceive your accountability and reliability in teamwork.
6. Review and Reassess
 - After 6–8 weeks, retake the self-assessment.
 - Reflect on progress and set a new collaboration responsibility goal.

