

High-Performing Inclusive Team Assessment

Toolkit 5, Chapter 4 Downloadable Tool CIIS Employer HR Resources



Purpose: Assess whether the team has the conditions needed for strong, inclusive, and high performance.

How to use: Work through each section with HR, managers, or the leadership team. Add notes and actions as you go.

1. Team Foundation	Response / Notes
Are team goals clear?	
Are roles and decision rights understood?	
Are timelines and priorities realistic?	

2. Participation and Inclusion	Response / Notes
Who contributes most often?	
Whose input may be missing?	
How does the team invite different views before decisions are made?	

3. Decision-Making Review	Response / Notes
How are decisions communicated?	
Do employees understand how their input is used?	
Where do decision delays or confusion occur?	

4. Continuous Improvement	Response / Notes
What has the team learned recently?	
What habit, meeting practice, or communication routine should change?	