

The Harmonic Elements™ Self-Test

Take this test to measure how well your team or work group deals with the critical elements of team health.

Use the following response scale:

0-Don't know; 1-Strongly Disagree; 2-Disagree; 3-Agree; 4-Strongly Agree

Once you have answered all questions, turn to the next page for scoring instructions.

Note: It is recommended that you print this document and take and score the test on the printed copy.

#	Question	Response (Choose One)				
1	I am aware of the specific criteria used to appoint/hire/enroll new members to my team.	0	1	2	3	4
2	Team members have input in decisions regarding the addition or removal of other members.	0	1	2	3	4
3	Enrollment/Hiring decisions are made based upon specific, measurable criteria.	0	1	2	3	4
4	When members are added or removed, the team <i>understands</i> the rationale for the change and the impact to the group.	0	1	2	3	4
5	When members are added or removed, the team <i>discusses</i> the rationale for the change and the impact to the group.	0	1	2	3	4
6	Newly-added team members are given a formal overview of the team's tasks and functional purpose.	0	1	2	3	4
7	Newly-added team members are given a formal overview of the team's membership, including information about the individuals on the team and how the team communicates.	0	1	2	3	4
8	There is an opportunity for newly-added team members to interact with other members on an informal basis.	0	1	2	3	4
9	New team members are given specific work assignments and clear expectations	0	1	2	3	4
10	New team members are shown how their own work assignments link to the purpose, goals, or work of the team.	0	1	2	3	4
11	When conflict arises, we follow an agreed-upon process to address it and produce the best possible result for the team.	0	1	2	3	4
12	We discuss ways in which we can benefit from the strengths of various team members, and have a plan in place to do so.	0	1	2	3	4
13	There is a clear purpose, goal, or objective for this team and it is reviewed periodically so that it remains fresh in all members' minds.	0	1	2	3	4
14	There is opportunity for informal or social interaction among team members.	0	1	2	3	4
15	We understand the relationship between the team's goal or purpose, and the skills and talents of individual team members and the team as a whole.	0	1	2	3	4
16	There is a formal system in place to track our task completion.	0	1	2	3	4
17	There is a formal system in place to connect the tasks we perform with the mission or goal of the team.	0	1	2	3	4
18	Team members understand the way in which our team's output connects with the larger enterprise or environment.	0	1	2	3	4
19	In cases where the team must engage with external entities (clients, customers, management, stakeholders, etc.), it is done through an assigned process or point-of-contact.	0	1	2	3	4
20	I have visibility into what my teammates are accomplishing.	0	1	2	3	4

Disclaimer: This self-test is designed to highlight potential improvement areas and strengths of a generalized team, to suggest actions which may have a positive effect on team productivity. It is not a stand-alone metric for overall team health, nor does it measure technical competence or leadership skill.

For interpretation assistance, tools, and information, contact us at 866-221-4558 or info@groupharmonics.com

The Harmonic Elements™ Self-Test: Scoring

STEP 1: Fill in your scores below and total them across as shown:

Harmonic Element™	Copy Numerical Scores as Shown					Total (Row)
Selection	#1 ___	#2 ___	#3 ___	#4 ___	#5 ___	→
Integration	#6 ___	#7 ___	#8 ___	#9 ___	#10 ___	→
Navigation	#11 ___	#12 ___	#13 ___	#14 ___	#15 ___	→
Coordination	#16 ___	#17 ___	#18 ___	#19 ___	#20 ___	→

STEP 2: Review the following table to interpret your score:

Harmonic Element™	Total Score	Interpretation
Selection (Questions 1-5)	0-5*	<i>Likely Weakness:</i> Reconsider ways in which new team members are added; bolster formal data-based screening processes.
	6-10*	<i>Potential Weakness:</i> Review ways to further engage team in “screening” process; bolster formal data-based screening processes
	11-15	<i>Potential Strength:</i> Check with team on buy-in to screening decisions; consider ways to supplement existing screening processes.
	16-20	<i>Likely Strength:</i> Check for fit between screening process and team or group function; focus next on Integration.
Integration (Questions 6-10)	0-5*	<i>Likely Weakness:</i> Process-map or quantify the way in which a new member is taught both the technical and human aspects of the team.
	6-10*	<i>Potential Weakness:</i> Interview recently-added team members and ask how they could have been more effectively brought up to speed.
	11-15	<i>Potential Strength:</i> Ask team members what about the team took them longest to learn; incorporate it into the formalized integration process.
	16-20	<i>Likely Strength:</i> Check for completeness of integration process; focus next on Navigation.
Navigation (Questions 11-15)	0-5*	<i>Likely Weakness:</i> Implement more frequent check-ins of both task progress and team health; consider the use of formal tools for both.
	6-10*	<i>Potential Weakness:</i> Review frequency of check-ins on both task progress and team health; ensure that all parties are invited / engaged.
	11-15	<i>Potential Strength:</i> Determine which area is maintained most effectively (task progress or team health); consider tools for the other.
	16-20	<i>Likely Strength:</i> Ensure all members understand the relationship between task progress and team health; focus next on Coordination.
Coordination (Questions 16-20)	0-5*	<i>Likely Weakness:</i> Investigate tools and approaches for deliverable management and customer and stakeholder management.
	6-10*	<i>Potential Weakness:</i> Assign specific individuals to interface with external entities, and to coordinate assignments internally.
	11-15	<i>Potential Strength:</i> Review tools and processes for managing assignments & external interface with whole team; improve if needed.
	16-20	<i>Likely Strength:</i> Review tools and processes for managing assignments & external interface with other groups or organizations.

*Note: For any area in which the score is less than 11, review the low-scoring questions directly as well as this table.

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