Group-work or teamwork (the words group and team are used interchangeably here) may be identified as the ability and motivation to work cooperatively and flexibly with others, making respectful and constructive use of differences, but striving to achieve common goals. This is important at university, at work and in all areas of life. 67% of graduate recruiters use group discussions as part of assessment centre exercises that are designed to 'test' team skills. They expect to see the behaviours itemised in the self audit below.

Please assess the extent to which you understand and display effectiveness in working with others, by rating each statement along a four point scale where:

1 = never  2 = rarely  3 = frequently  4 = very frequently

<table>
<thead>
<tr>
<th>To what extent do I demonstrate these group-work behaviours?</th>
<th>RATINGs 1 - 4</th>
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<tbody>
<tr>
<td>1. I am aware of my core strengths in contributing to a group project</td>
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<tr>
<td>2. I offer support and share information freely with my group/team</td>
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<td>3. I am aware of the role I tend to adopt when working in a group</td>
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<td>4. I appreciate and use the different roles and strengths of others in my team</td>
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<td>5. I take group projects at university seriously</td>
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<td>6. I know why project teams are important in the workplace</td>
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<td>7. I understand how collective effort can be more productive than isolated individual efforts</td>
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<tr>
<td>8. I am aware of the factors that make groups dysfunctional</td>
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<tr>
<td>9. I adapt my ideas and views to suit the collective group aims</td>
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<tr>
<td>10. I help to create commitment to common goals among group members</td>
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<td>11. I ask for support or information appropriately when I need it</td>
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<td>12. I adjust to changes in team members, goals and values, as and when necessary</td>
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<tr>
<td>13. I accept personal responsibility for my contributions to the team</td>
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<td>14. I respond to requests from others in a timely and helpful way</td>
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<td>15. I keep my promises to others in the group</td>
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<td>16. I admit my limitations and mistakes and take steps to rectify them</td>
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<tr>
<td>17. I challenge dysfunctional behaviours in others - e.g. intolerance and divergent personal agendas</td>
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<tr>
<td>18. I involve team members in decisions and plans that affect them</td>
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<td>19. I encourage others to express their views and listen respectfully</td>
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<td>20. I challenge unsound or illogical ideas tactfully</td>
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<td>21. I give credit where it is due</td>
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<td>22. I facilitate a win-win solution or compromise when conflicts arise</td>
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<tr>
<td>23. I focus on resolving a problem or addressing an issue rather than blaming others</td>
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</tbody>
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