



COLLEAGUE COLLABORATOR CHECKLIST



Name of colleague:

YOUR WORK VALUES

- Getting paid a fair rate
- Quality service
- Keeping to deadlines
- Meeting client expectations
- Communication - with clients and colleagues
- Reliability - doing what you say you will

YOUR CONTRIBUTION

- Skills
- Experience
- Professional work ethic
- Flexibility (within reason!)
- Communication
- Spirit of cooperation
- New networks

YOUR COMPETENCE

- Qualifications
- Relevant experience
- Insight
- Creativity in solving problems
- Disciplined
- Clear boundaries
- Organised

YOUR SCORE

Add up the number of items that checked a yes in terms of what you know about your colleague or have heard from others. It's a score out of 20. See below what the score tells you about whether or not a collaboration is possible.

0-10

I'm not sure I can work with you yet

11-15

I can work with you but I suspect I might have to carry more of the load

16-20

I think we can work together