Team-based Assessment Process
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Introduction

The Team Assessment is an entirely automated, email and web-based system for evaluating your team. The Assessment was designed to be taken as a team for an accurate, holistic analysis. Less common, but still effective, individuals can also take the Assessment that will reveal his/her own perceptions of the team.

Team-based Assessment Process

There are several steps required in setting up a team for their Assessment:

1. PURCHASE TEAM ASSESSMENT LICENSES
During the checkout process you will be prompted to create an account with an email and password. After ordering your team assessment licenses, you will have access to an Administrator's Console to begin the team setup process. You can either enter your console immediately after payment or you can return to our website at www.tablegroup.com/login.

2. ENTER ADMINISTRATOR'S CONSOLE
The Administrator's Console is where you setup the Team Assessment by entering the team's email addresses and customizing a message to participants.

3. CREATE TEAM ASSESSMENT
From your Administrator's Console, select the "Team Assessment Setup" button and fill in the details of the team. Once the setup is complete, each team member will receive an email with instructions on how to complete the Assessment. In addition, your team members have the option to go to our website at www.tablegroup.com/login to access the Assessment and submit their responses. No password is required – only their email address.

As the main contact, you can return to your console at any time to check the status of your team or to make any necessary edits or changes. Once all participants have completed the Assessment, you will receive the final report via email, in Adobe Acrobat (PDF) format, along with some guidelines on how to facilitate a discussion of the results. The report includes a detailed analysis of the team's strengths and weaknesses along with tips for maintaining or improving team cohesion.

Advanced Team Assessment Feature
As an added feature to our process you have the ability to retest an existing team. First you must have the necessary licenses to conduct the Assessment. The Assessment licenses can be purchased in our store. Next, from your Administrator's Console, find the team you wish to retest and select the "retest" link and proceed through the setup process. During the setup process you will have the ability to add or delete team members. The Team Assessment Report will include your progress as a team and provides a side-by-side snapshot of your current and previous Team Assessment Reports.

Individual Assessment Process

There are several steps required in setting up an individual for their Assessment:

1. PURCHASE TEAM ASSESSMENT LICENSE
During the checkout process you will be prompted to create an account with an email and password. After ordering your team assessment license, you will be given access to an Administrator's Console to begin the setup process. You can either enter your console immediately after payment or you can return to our website at www.tablegroup.com/login.

2. ENTER ADMINISTRATOR'S CONSOLE
The Administrator's Console is where you setup the Assessment by entering the name, company and email address of the participant. You can either take the Assessment yourself or assign the Assessment license to another individual.

3. CREATE INDIVIDUAL ASSESSMENT
From your Administrator's Console, select the "Individual Assessment Setup" link and enter the individual's name, company and email address. If you are the person taking the Assessment, you will be prompted to begin the Assessment immediately. If you assign the license to another individual, they will receive an email inviting them to take the Assessment. The participant will be the only person that receives the final report, as we maintain the confidentiality of all responses.

Please note: You will not have the ability to combine individual responses into a team report. If you want a team-based report, please select "Team Assessment Setup" from your console.