



Collaboration Checklist

Instructions: Read the following and write a “yes” or “no” before each item to determine whether or not a specific partnership has a good chance to develop trust and collaboration.

Yes or No	Collaborative Behavior	Behavioral Description
	1. Share agreement for vision, mission and goals	Collaborators feel that they can gain from the relationship and support each other’s goals
	2. Share long-term objectives	Collaborators share long-term objectives for areas of interdependency
	3. Respect for each other’s needs and opinions	Collaborators use dialogue in an atmosphere of respect to build long-term trust
	4. Engage in an “Adaptive Mindset”	Collaborators are flexible in how they listen and respond to others
	5. Demonstrate empathy for other’s point of view/expertise	Collaborators work to understand issues that arise from the other’s point of view
	6. Share cultural and communication style similarities	Collaborators appreciate differences in communication and look for similarities to increase probability of positive results
	7. Acknowledge interdependencies	Collaborators establish and maintain clear roles and responsibilities to nurture cooperation
	8. Believe in reciprocity and direct communication	Collaborators share information, plans and technology to strengthen relationships and results
	9. Demonstrate ethical behavior	Collaborators view others as equals, operate ethically, honor commitments, are direct and tell the truth
	10. Honor terms and conditions of agreements	Collaborators agree upon and practice the terms and conditions of formal and informal agreements/contracts