

Appendix D: Team Self-Reflection Sheet

Using the FIRST Tech Challenge Judging Session Self-Reflection Sheet

Why Team Self-Reflection?

Self-Reflection is an essential life skill. Whether it be your own behavior, job performance, or when brainstorming an invention, learning how to step back and objectively evaluate your own performance is valuable.

The FIRST Tech Challenge Team Judging Session Self-Reflection Sheet

FIRST Tech Challenge knows that judging can be a challenging part of the program for many students and teams. Judging is subjective, and while Judges will use the Judging Feedback Form to provide teams with insight into the team's performance, Judges do not provide feedback to teams on how the decisions were made. *FIRST* Tech Challenge judging can help students develop interview and public speaking skills, which are necessary life skills, so it is important that teams prepare for, do their best in, and benefit from each judging interview. To help teams maximize the benefits of their judging experience, *FIRST* Tech Challenge recommends (but does not require) teams to complete a Judging Interview Session Self-Reflection Sheet. This document is for the team's use ONLY and will not be collected by the Judges or any other event day staff. Judges do not use this document in any way as part of their deliberations or decision-making.

Using the Self-Reflection Sheet

Before the event, teams should complete the Self-Reflection sheet portion (top section only). After their judging interview, teams should complete the remainder of the Self-Reflection sheet – ideally as soon as possible so that clear details can be recorded before they are forgotten. The type of feedback that is most useful should be specific: “everyone made eye contact” or “a few members interrupted the Judges”. An example of less-helpful feedback might be “we did great” or “this area needs improvement”. Over time, Self-Reflection will become second nature and the team may not find it useful to use the Self-Reflection Sheet anymore, which is fine – remember, teams ARE NOT required to complete the Self-Reflection Sheet.

Ideas for When and How to do Team Self-Reflection

Every team will approach goal setting and self-reflection in their own unique way. No one method is best, nor would it work for everyone. Here are a few possibilities for when and how a team might approach the task, but teams should develop the system that works best for them:

- Schedule Practice Interviews with teachers, mentors, parents, or even friends, and ask them to use the Self Reflection sheet to review the team's interview performance.
- Designate a student member of the team to be an interview session observer and take notes on the Self-Reflection Sheet. This person should be a keen, unbiased observer and a good note-taker. Before the next event, review the notes and prepare the team for judging with new goals and an adjusted judging interview session plan.
- Provide each team member with a copy of the Self-Reflection Sheet to fill out at the event. Collect the sheets and review them together in a post-event team meeting.
- Collect the team together immediately after the judging interview session to reflect on how it went. Have one team member note what people say on the team Self-Reflection Sheet. Before the next event, review the notes and prepare the team for judging with new goals and an adjusted judging interview session plan.

Skill	Comments
Pre-Assessment (to be completed prior to the Judging Session)	
Team has prepared for the Judging session and has a plan for who will speak, when, etc.	What did the team do well in preparing for the Judging Interview?
Team has held practice Judging sessions.	
Team has identified a goal for the Judging session.	
First Impression (to be completed AFTER the Judging Session)	
All members exhibited Gracious Professionalism through their language and behavior.	What did the team do well at making a First Impression?
Team spirit was visible in dress, energy, materials, or preparedness.	
Used Judging session time efficiently and effectively.	
Team Dynamic (to be completed AFTER the Judging Session)	
Team shares the spotlight in Judging, inspection, Competition, and in the Pits by ensuring every member has a role and communicates this by words and actions.	What did the team do well in Team Dynamic?
Team has a rapport that shows attention to teambuilding and behaves as Gracious Professionals to each other.	What is one thing the team can focus on improving in this area?
Speaking Skills (to be completed AFTER the Judging Session)	
Speakers spoke clearly and enunciated.	What did the team do well in Speaking Skills?
Responded to Judges questions with thoughtful, thorough responses.	
"Is there anything else you want to share?" – Team prepared with a unique tidbit about the team or the Robot.	
Presentation Skills (to be completed AFTER the Judging Session)	
Members made eye contact and maintained good posture when speaking to Judges, staff.	What did the team do well in Presentation Skills?
Team materials were professional, clean, easy to read.	
If applicable, presentation was organized and well-rehearsed.	

Listening Skills (to be completed AFTER the Judging Session)	
Team understood the Judges questions or asked for clarification.	<p>What did the team do well in Listening Skills?</p> <p>What is one thing the team can focus on improving in this area?</p>
Team fully responded to the Judges questions.	
Team paused to allow for Judges follow-up questions.	
Content (to be completed AFTER the Judging Session)	
Team shared authentic stories, proud moments, and unique tidbits.	<p>What did the team do well in the Content of their Interview?</p> <p>What is one thing the team can focus on improving in this area?</p>
Team articulated how, as individuals and as a team, they have grown and interacted with others during the season.	
Focused on what is unique about the team.	
Team was able to show the breadth of their team and how each member plays a key role.	
Overall Post-Assessment (to be completed AFTER the Judging Session)	
What are two team Judging Interview strengths ?	<p>1.</p> <p>2.</p>
What is one area the team can focus on improving?	<p>1.</p>