

# Leadership Self-Assessment Questionnaire

This learning instrument will provide you with an opportunity for assessing and reflecting your capabilities and desire for developing leadership skills.

1. For each of the 20 questions listed below, rate yourself on the scale shown below, with 5 being *Almost Always True* and 1 being *Almost Never True* by circling the number that you feel most closely represents your feelings about the task.

- **Almost Always True – 5**
- **Frequently True – 4**
- **Occasionally True – 3**
- **Seldom True – 2**
- **Almost Never True – 1**

Be honest about your answers as this survey is only for you own self-assessment.

## Leadership Questionnaire

|    |   |           |
|----|---|-----------|
| 1  | I enjoy communicating with others.                        | 1 2 3 4 5 |
| 2  | I am honest and fair.                                     | 1 2 3 4 5 |
| 3  | I make decisions with input from others.                  | 1 2 3 4 5 |
| 4  | My actions are consistent.                                | 1 2 3 4 5 |
| 5  | I give others the information they need to do their jobs. | 1 2 3 4 5 |
| 6  | I keep focused through follow-up.                         | 1 2 3 4 5 |
| 7  | I listen to feedback and ask questions.                   | 1 2 3 4 5 |
| 8  | I show loyalty to the company and to the team members.    | 1 2 3 4 5 |
| 9  | I create an atmosphere of growth.                         | 1 2 3 4 5 |
| 10 | I have wide visibility.                                   | 1 2 3 4 5 |

|    |  |   |   |   |   |   |
|----|--|---|---|---|---|---|
| 11 | I give praise and recognition.   | 1 | 2 | 3 | 4 | 5 |
| 12 | I criticize constructively and address problems.   | 1 | 2 | 3 | 4 | 5 |
| 13 | I develop plans.   | 1 | 2 | 3 | 4 | 5 |
| 14 | I have a vision on where we are going and set long term goals.                           | 1 | 2 | 3 | 4 | 5 |
| 15 | I set objectives and follow them through to completion.                                  | 1 | 2 | 3 | 4 | 5 |
| 16 | I display tolerance and flexibility.   | 1 | 2 | 3 | 4 | 5 |
| 17 | I can be assertive when needed.  | 1 | 2 | 3 | 4 | 5 |
| 18 | I am a Champion of change.   | 1 | 2 | 3 | 4 | 5 |
| 19 | I treat others with respect and dignity.   | 1 | 2 | 3 | 4 | 5 |
| 20 | I make myself available and accessible.  | 1 | 2 | 3 | 4 | 5 |
| 21 | I want to take charge.   | 1 | 2 | 3 | 4 | 5 |
| 22 | I accept ownership for team decisions.   | 1 | 2 | 3 | 4 | 5 |
| 23 | I set guidelines for how others are to treat one another.                                | 1 | 2 | 3 | 4 | 5 |
| 24 | I manage by "walking around" (the front line is the bottom line).                        | 1 | 2 | 3 | 4 | 5 |
| 25 | I am close to the business and have a broad view of where we are going.                  | 1 | 2 | 3 | 4 | 5 |
| 26 | I coach team members.  | 1 | 2 | 3 | 4 | 5 |
| 27 | I determine manpower requirements for my department and write job descriptions for them. | 1 | 2 | 3 | 4 | 5 |
| 28 | I interview and select the most qualified candidate for an open job position.            | 1 | 2 | 3 | 4 | 5 |
| 29 | I provide new employees with on-the-job training.  | 1 | 2 | 3 | 4 | 5 |
| 30 | I determine resources, material, and supply requirements for my department.              | 1 | 2 | 3 | 4 | 5 |
| 31 | I developed a budget for my department.  | 1 | 2 | 3 | 4 | 5 |
| 32 | I can respond to an employee who is upset with me or someone else in the organization.   | 1 | 2 | 3 | 4 | 5 |

|                     |  |   |   |   |   |   |
|---------------------|--|---|---|---|---|---|
| 33                  | I have counseled employees who have personal problems (family, health, financial).                           | 1 | 2 | 3 | 4 | 5 |
| 34                  | I react to situations in which the quality of an employee's work goes into a decline.                        | 1 | 2 | 3 | 4 | 5 |
| 35                  | I deal with employees who have performance issues, such as suspected of substance abuse or chronically late. | 1 | 2 | 3 | 4 | 5 |
| 36                  | I reward employees for good performances.  | 1 | 2 | 3 | 4 | 5 |
| 37                  | I conduct formal employee performance appraisals.  | 1 | 2 | 3 | 4 | 5 |
| 38                  | I can make a presentation to a group of peers and/or seniors.  | 1 | 2 | 3 | 4 | 5 |
| 39                  | I write reports to be distributed to a group of peers and/or seniors.  | 1 | 2 | 3 | 4 | 5 |
| 40                  | I have a deep-rooted understanding of the functions of my organization.                                      | 1 | 2 | 3 | 4 | 5 |
| 41                  | I am curious.  | 1 | 2 | 3 | 4 | 5 |
| 42                  | I know how to sell.  | 1 | 2 | 3 | 4 | 5 |
| 43                  | I am a good learner.   | 1 | 2 | 3 | 4 | 5 |
| 44                  | I know how to influence people and get support.  | 1 | 2 | 3 | 4 | 5 |
| 45                  | I admit my mistakes and take responsibility for my actions.  | 1 | 2 | 3 | 4 | 5 |
| 46                  | I like to talk to people and I am a great listener.  | 1 | 2 | 3 | 4 | 5 |
| 47                  | I am a good delegator.   | 1 | 2 | 3 | 4 | 5 |
| 48                  | I can separate the important issues from inconsequential ones.   | 1 | 2 | 3 | 4 | 5 |
| 49                  | I have integrity and can be trusted.   | 1 | 2 | 3 | 4 | 5 |
| 50                  | I am political only when needed.   | 1 | 2 | 3 | 4 | 5 |
| <b>Total Score:</b> |  |   |   |   |   |   |

# Scoring

Total each of the five columns and then add the five columns together for your final score. The maximum score is 250 while the minimum score is 50.

As mentioned earlier, there are no right or wrong answers. This means there are no right or wrong scores. This survey is designed to show you the areas you need to improve in. Your lowest scoring answers are the areas you need to improve. See your manager or training department for resources to help you to become more proficient in your weak areas.

Use the table below for a general guideline of where you stand.

- **175 and above:** You are well on your way to becoming a leader
- **125 to 174:** You are getting close
- **124 and below:** Don't Give up! Many before you have continued with their studies to become some of the finest leaders around

Use this assessment to help you to determine what skills and abilities you can continue to improve (*strengths*) and what skills and abilities you need to develop (*opportunities for growth*). Once you know your weakness, use the (*click link*) [Leadership Manual](http://www.nwlink.com/~donclark/leader/leader.html) as a guideline to help develop those weaknesses.

## Questions: *(answer via NYU Classes ONLY in space provided)*

1. What are your strengths?
2. What are your opportunities for growth?