

## High Performance Leadership Self-Assessment

### Response Scale:

5 = Always    4 = Often    3 = Sometimes    2 = Rarely    1 = Never

	Item	Response
1	I make it clear to my employees what the organization and I expect of them.	
2	I meet with employees informally to learn about their concerns, interests and goals.	
3	When I see an employee make a mistake, I correct him/her immediately.	
4	When I promise to follow-up with an employee on an issue, I do so promptly.	
5	When an employee asks for my opinion or advice, I make time to meet with him/her.	
6	I take time to give an employee thorough instruction on a task, rather than do the task myself.	
7	When I meet with an employee about performance, I give him/her specific examples of their positive and negative behaviors.	
8	I educate my employees about the norms of acceptable behavior at our organization.	
9	When an employee expresses a desire to take on more responsibility in the organization, I seek out ways to assist him/her.	
10	I publicly recognize employees who have done an outstanding job.	
11	I delegate responsibilities to employees to help them learn and "stretch."	
12	I help my employees understand how their jobs contribute to the organization's goals and strategies.	
13	When I see an employee struggling or going through a difficult time, I seek him/her out and offer assistance.	
14	When giving feedback to an employee, I adjust my message to make it appropriate to the interaction style and experience level of the employee.	
15	I keep thorough documentation on employees who are having performance problems.	
16	I encourage employees who are working on a project to develop shared goals and team spirit.	
17	When I see an employee handle a situation effectively, I compliment him/her immediately.	
18	When an employee fails to meet commitments and improve performance, I take disciplinary action promptly.	
19	I express to my employees the sense of purpose I feel in my work.	
20	I assign more experienced employees to work with and assist new employees.	

## Self-Assessment Scoring Key

This assessment measures the frequency with which you practice five key skills of performance leaders. Add up your responses to the questions listed by each of the five skills. Note the total for each skill in the far right column.

Leadership Skill	Questions:	Your Total:
Set Expectations	1, 8, 12, 19	
Give Timely Feedback	3, 7, 14, 17	
Coach Frequently	2, 5, 13, 16	
Follow-Up and Act	4, 10, 15, 18	
Support Development	6, 9, 11, 20	

As a leader, it is important for you to perform each of these skills well. The scale below tells you which of these skills are strengths for you and which may need improvement.

Score of:

16 – 20 Indicates you are practicing this skill frequently. Good job!

10 – 15 Indicates you practice this skill occasionally, but there's room for improvement.

Below 10 Indicates you need to make a commitment to improving in this skill and applying it on the job.

Note below the two skills in which you'd most like to improve as a result of this training program. Think of a person or situation in your work environment where applying them will help you be more effective.

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