



SELF-ASSESSMENT

Getting Into Leadership Shape

This self-assessment will help you identify the leadership competencies that you naturally excel in as well as the competencies where improvement may be considered. The assessment will help you identify which chapters in this book to focus on first, next, and last based upon how you score.

Directions: In this self-assessment, please respond to each statement as accurately and honestly as possible by circling the number that best expresses the degree to which the statement is true for you. Circle a “5” if you would say the statement is “exactly like me” or a “1” if the statement is “not at all like me”. You may also want to look at a “5” as something that you excel in and look at a “1” as something that is a weakness. Consider both your personal and professional life when completing this assessment. Also consider answering from someone’s perspective who knows you well. You might start each question with “People who know me well would say...” Place a check mark in the column next to the statement if this is an area that you would like to improve.

	Not Like Me	Exactly Like Me	√
Courageous Confidence			
1. I can think of at least five to ten calculated risks that I have taken to improve my life and have evidence to show for it.	1 2 3 4 5		
2. I am genuinely very happy with my talents, abilities, and personality.	1 2 3 4 5		
3. I give myself room to make mistakes from which I can learn.	1 2 3 4 5		
4. I am comfortable with the risk associated with quick decisions.	1 2 3 4 5		
5. I am not concerned that people will judge me for my beliefs and actions.	1 2 3 4 5		
6. I am happy about the progress that I have made in life.	1 2 3 4 5		
7. I do not have a problem with worry, anxiety, or stress in my life.	1 2 3 4 5		
TOTAL POINTS:			
Integrity			
1. I have communicated what is or isn’t acceptable in terms of how people act or communicate around me.	1 2 3 4 5		
2. I know what I believe, and will defend my opinions.	1 2 3 4 5		
3. I am the same person at home as I am at work.	1 2 3 4 5		
4. My personal life values are written and I consider them when making life decisions.	1 2 3 4 5		
5. I have work-related values (expectations of behavior) and have communicated them in writing to the people I work with the most.	1 2 3 4 5		
6. People who know me well would say that I am honest in dealings with others.	1 2 3 4 5		
7. I am comfortable saying “no” to people or things that I don’t trust, agree with, or believe in.	1 2 3 4 5		
TOTAL POINTS:			



	Not Like Me	Exactly Like Me	√
Trust and Respect			
1. People know me personally, because I am transparent and open with them about my personal and work life.	1	2 3 4 5	
2. I will avoid going “around others” to get a project done or my personal needs met.	1	2 3 4 5	
3. People come to me for opinions, ideas, and to discuss personal problems more than the average person.	1	2 3 4 5	
4. Others view me as a person who meets deadlines and follows-thru on commitments.	1	2 3 4 5	
5. I can honestly say that in the last year, I have not shared something with someone that was supposed to be confidential.	1	2 3 4 5	
6. I avoid language that “shames others”. Such as “You’re not going to wear that/say that/do that are you?”	1	2 3 4 5	
7. I avoid embarrassing or making fun of others.	1	2 3 4 5	
TOTAL POINTS:			
Accountability			
1. I accept responsibility for my mistakes without blaming other people or circumstances.	1	2 3 4 5	
2. I jump in and help rather than wait to be told what to do.	1	2 3 4 5	
3. I rarely solicit sympathy from others in order to make myself feel better.	1	2 3 4 5	
4. I have not broken any policies of the organization that I work for.	1	2 3 4 5	
5. I regularly reach out (verbally or in a survey) for feedback from others to see where there are opportunities for my improvement.	1	2 3 4 5	
6. I rarely let an obstacle or setback keep me from continuing the pursuit of a goal.	1	2 3 4 5	
7. When somebody has taken the blame for a problem I rightly caused, I immediately jump in and correct it.	1	2 3 4 5	
TOTAL POINTS:			

**Communication and Conflict**

- | | | | | | |
|--|---|---|---|---|---|
| 1. I communicate in a respectful and straightforward manner, even when dealing with sensitive topics. | 1 | 2 | 3 | 4 | 5 |
| 2. I ask people for their opinions first before giving them mine. | 1 | 2 | 3 | 4 | 5 |
| 3. Before I take something that someone says or does personally, I go to them to confirm and clarify my understanding. | 1 | 2 | 3 | 4 | 5 |
| 4. I listen carefully, without interrupting. | 1 | 2 | 3 | 4 | 5 |
| 5. I am good at asking questions to keep conversations flowing and about the other person. | 1 | 2 | 3 | 4 | 5 |
| 6. I can think of many times when I have given someone the “benefit of the doubt” rather than holding onto resentment. | 1 | 2 | 3 | 4 | 5 |
| 7. Others would say that I am good at expressing myself – my intentions, my ideas, and my feelings. | 1 | 2 | 3 | 4 | 5 |

TOTAL POINTS:**Influence**

- | | | | | | |
|--|---|---|---|---|---|
| 1. People who know me well would say that I have a special ability to positively influence others. | 1 | 2 | 3 | 4 | 5 |
| 2. In the last week, I can think of something that I have done to appreciate someone. | 1 | 2 | 3 | 4 | 5 |
| 3. When someone approaches me with an emotional situation, I always listen, ask questions and demonstrate care and concern for their feelings. | 1 | 2 | 3 | 4 | 5 |
| 4. I continuously train and educate people by giving experiences that help them adopt new attitudes and actions. | 1 | 2 | 3 | 4 | 5 |
| 5. I show genuine interest in others by asking them for their viewpoints and ideas before inserting mine. | 1 | 2 | 3 | 4 | 5 |
| 6. I share a contagious enthusiasm that promotes a positive attitude in others. | 1 | 2 | 3 | 4 | 5 |
| 7. I know the personal dreams, hobbies and interests of the top ten people that I interact or work with the most. | 1 | 2 | 3 | 4 | 5 |

TOTAL POINTS:**Future Focus**

- | | | | | | |
|--|---|---|---|---|---|
| 1. I have a clear mission and purpose in life. | 1 | 2 | 3 | 4 | 5 |
| 2. I am internally driven and motivated to accomplish my personal and work goals. | 1 | 2 | 3 | 4 | 5 |
| 3. I assess “where I stand” today against “where I want to be” in the future at least once a year. | 1 | 2 | 3 | 4 | 5 |
| 4. I have a written action plan for the achievement of my goals. | 1 | 2 | 3 | 4 | 5 |
| 5. I have a written list or visual dream board that I use to motivate me. | 1 | 2 | 3 | 4 | 5 |
| 6. I look at things around me and I am able to envision how they can and will be better. | 1 | 2 | 3 | 4 | 5 |
| 7. I have a picture of the future that I am committed to fulfilling. | 1 | 2 | 3 | 4 | 5 |

TOTAL POINTS:

**Discipline**

- | | | | | | |
|---|---|---|---|---|---|
| 1. I spend most of my time in activities that will get me to my goals. | 1 | 2 | 3 | 4 | 5 |
| 2. I have not lost my temper, yelled, or overtly lost control of my emotions anytime in the last six months. | 1 | 2 | 3 | 4 | 5 |
| 3. I collect enough data to make good decisions before I go ahead and decide. | 1 | 2 | 3 | 4 | 5 |
| 4. I make "appointments with myself" to do important tasks. | 1 | 2 | 3 | 4 | 5 |
| 5. In the last 6 months, I can think of an obstacle and/or frustration that I faced where I demonstrated perseverance rather than surrendering to despair or giving up. | 1 | 2 | 3 | 4 | 5 |
| 6. I am self-disciplined in all areas of my life such as spending, eating, exercising, and emotions. | 1 | 2 | 3 | 4 | 5 |
| 7. I don't start things that I know I can't finish. | 1 | 2 | 3 | 4 | 5 |

TOTAL POINTS:**Scoring and Evaluation**

Unless you have been through an incredible amount of self-assessment and awareness, our tendencies as human beings is to score ourselves higher on a self-evaluation than someone else may score us. Why? Because we tend to judge ourselves on the person that we intend to be, not the person that other people see. Our suggestion is to meet with someone that you know and trust and have a discussion about the assessment and how you scored yourself. Let them know that you are really looking for some honest feedback. Then when they share something difficult, thank them for caring enough to give you the feedback.

Now, total your scores for each of the leadership competencies. A perfect score for each competency is 35 points. Any competency that you scored 28 points or higher would suggest that you are already an accomplished leader and that perhaps this book will help "keep you in leadership shape rather than "get you into leadership shape". Regardless of your own self-perception, opportunities await you in this book.

Janet McCracken – janet@theemployersedge.com

Ed Beard – ed@theemployersedge.com

Employers Edge - 303-708-8160