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2 Rating EQ: Leadership Assessment

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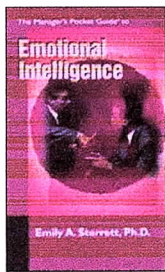
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LEADERSHIP ASSESSMENT CHECKLIST

Please rate _____ (insert your name) on each of the following statements by using the rating scale below.

1 2 3 4 5
virtually never virtually always

- 5 1) Stands behind employees, backing their decisions and advocating for them **to** higher management.
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- 5 19) Actively looks for ways **to** challenge and develop all workers.
- 5 20) "Opens up" **to** others appropriately — not too much, but enough **to** assure them that he/she is not cold and distant.



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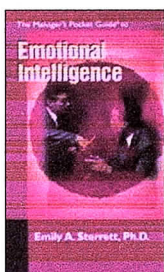
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- | 1 | 2 | 3 | 4 | 5 | |
|-----------------|-----|--|---|------------------|--|
| virtually never | | | | virtually always | |
| <u>3</u> | 1) | Stands behind employees, backing their decisions and advocating for them to higher management. | | | |
| <u>3</u> | 2) | Knows how to delegate tasks but remain available for consultation. | | | |
| <u>3</u> | 3) | Takes disciplinary action promptly and fairly, without being overly harsh or demeaning. | | | |
| <u>4</u> | 4) | Sets high performance standards for self and subordinates. | | | |
| <u>1</u> | 5) | As soon as he/she is aware of a problem, sits down with a subordinate who has not met expectations, coaches them, and works with them to perform better. | | | |
| <u>3</u> | 6) | Provides frequent feedback to employees on how they are doing their job. | | | |
| <u>1</u> | 7) | Uses more praise and positive feedback than negative feedback. | | | |
| <u>4</u> | 8) | Refrains from letting some employees get away with less effort than others. | | | |
| <u>2</u> | 9) | Can persuade others to adopt his/her point of view without coercion. | | | |
| <u>3</u> | 10) | Makes positive use of conflict by encouraging discussion of differing points of view. | | | |
| <u>2</u> | 11) | Keeps employees informed at all times about things that might affect them. | | | |
| <u>4</u> | 12) | Takes the long-term view, without getting too focused on strictly short-term results. | | | |
| <u>2</u> | 13) | Listens well and shows empathy and concern when I have a problem. | | | |
| <u>5</u> | 14) | Has an open-door policy and makes himself/herself available to the staff when needed. | | | |
| <u>5</u> | 15) | Refuses to tolerate bigotry or narrow-mindedness among the staff. | | | |
| <u>4</u> | 16) | Helps employees discover their own solutions, without automatically providing answers. | | | |
| <u>3</u> | 17) | Keeps conflict among employees from festering or getting out of control, and instead works to reach a common understanding. | | | |
| <u>3</u> | 18) | Tries to be patient with staff when implementing a change, knowing that there is an adjustment period. | | | |
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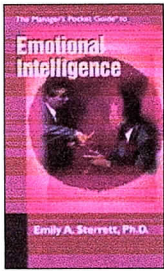
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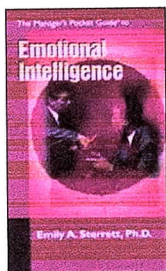
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