Personal Leadership Skills Survey Template

This survey is designed to provide you with feedback about your level of preference or comfort with leadership characteristics and skills. If you have NOT performed a task before, estimate how difficult the task would be for you to learn to perform.

Circle the number on the scale that you believe comes closest to your skill or task level.

Be honest – there are no right or wrong answers – it is only for your own self-assessment.

	Very Strong	Moderately Strong	Adequate	Moderately Weak	Very Weak
1. Enjoy communicating with others?	**5**	**4**	**3**	**2**	**1**
2. I am honest and fair.	**5**	**4**	**3**	**2**	**1**
3. I make decisions with input from others.	**5**	**4**	**3**	**2**	**1**
4. My actions are consistent.	**5**	**4**	**3**	**2**	**1**
5. I give others the information they need to do their jobs.	**5**	**4**	**3**	**2**	**1**
6. I keep focussed through follow-up.	**5**	**4**	**3**	**2**	**1**
7. I listen to feedback and ask questions.	**5**	**4**	**3**	**2**	**1**
8. I show loyalty to the company and to the team members.	**5**	**4**	**3**	**2**	**1**
9. I create an atmosphere of growth.	**5**	**4**	**3**	**2**	**1**

	Very Strong	Moderately Strong	Adequate	Moderately Weak	Very Weak
10. I have wide visibility.	**5**	**4**	**3**	**2**	**1**
11. I give praise and recognition.	**5**	**4**	**3**	**2**	**1**
12. I criticise constructively and address problems.	**5**	**4**	**3**	**2**	**1**
13. Develop plans?	**5**	**4**	**3**	**2**	**1**
14.I have a vision on where we are going and set long term goals.	**5**	**4**	**3**	**2**	**1**
15. I set objectives and follow them through to completion.	**5**	**4**	**3**	**2**	**1**
16. I display tolerance and flexibility.	**5**	**4**	**3**	**2**	**1**
17. I can be assertive when needed.	**5**	**4**	**3**	**2**	**1**
18. I am a Champion of change.	**5**	**4**	**3**	**2**	**1**
19. I treat others with respect and dignity.	**5**	**4**	**3**	**2**	**1**
20. I make myself available and accessible.	**5**	**4**	**3**	**2**	**1**
21. I want to take charge.	**5**	**4**	**3**	**2**	**1**
22. Accept ownership for team decisions?	**5**	**4**	**3**	**2**	**1**
23. I set guidelines for how others are to treat one another.	**5**	**4**	**3**	**2**	**1**

	Very Strong	Moderately Strong	Adequate	Moderately Weak	Very Weak
24. I manage by 'walking around' (the front line is the bottom line).	**5**	**4**	**3**	**2**	**1**
25. I am close to the business and have a broad view of where we are going.	**5**	**4**	**3**	**2**	**1**
26. coach team members.	**5**	**4**	**3**	**2**	**1**
27. I determine manpower requirements for my department and write job descriptions for them.	**5**	**4**	**3**	**2**	**1**
28. I interview and select the most qualified Candidate for an open job position.	**5**	**4**	**3**	**2**	**1**
29. I provide new employees with on-the-job training.	**5**	**4**	**3**	**2**	**1**
30. I determine resources, material, and supply requirements for my department.	**5**	**4**	**3**	**2**	**1**
31. I developed a budget for my department.	**5**	**4**	**3**	**2**	**1**
32. I can respond to an employee who is upset with me or someone else in the organisation.	**5**	**4**	**3**	**2**	**1**
33. I have counselled employees who have personal problems (family, health, financial).	**5**	**4**	**3**	**2**	**1**
34. I react to situations in which the quality of an employee's work goes into a decline.	**5**	**4**	**3**	**2**	**1**

	Very Strong	Moderately Strong	Adequate	Moderately Weak	Very Weak
35. I deal with employees who have performance issues, such as suspected of substance abuse or chronically late.	**5**	**4**	**3**	**2**	**1**
36. I reward employees for good performances.	**5**	**4**	**3**	**2**	**1**
37. I conduct formal employee performance appraisals.	**5**	**4**	**3**	**2**	**1**
38. I can make a presentation to a group of peers and / or seniors.	**5**	**4**	**3**	**2**	**1**
39. I write reports to be distributed to a group of peers and / or seniors.	**5**	**4**	**3**	**2**	**1**
40. I have a deep-rooted understanding of the functions of my organisation.	**5**	**4**	**3**	**2**	**1**
41. I am curious.	**5**	**4**	**3**	**2**	**1**
42. I know how to sell.	**5**	**4**	**3**	**2**	**1**
43. I am a good learner.	**5**	**4**	**3**	**2**	**1**
44. I know how to influence people and get support.	**5**	**4**	**3**	**2**	**1**
45. I admit my mistakes and take responsibility for my actions.	**5**	**4**	**3**	**2**	**1**
46. I like to talk to people and I am a great listener.	**5**	**4**	**3**	**2**	**1**
47. I am a good delegator.	**5**	**4**	**3**	**2**	**1**
48. I can separate the important issues from inconsequential ones.	**5**	**4**	**3**	**2**	**1**

	Very Strong	Moderately Strong	Adequate	Moderately Weak	Very Weak
49. I have integrity and can be trusted.	**5**	**4**	**3**	**2**	**1**
50. I am political only when needed.	**5**	**4**	**3**	**2**	**1**
TOTAL					

Candidate Use Only

Total score for all 5 columns: _____Final Score

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.

There are no right or wrong answers. This survey is designed to show you the areas where you need to improve. Your lowest scoring answers are the areas you need to improve.

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.