

Leadership Skills Inventory

Manager Name _____

Position _____ Department _____

		Please check (✓) appropriate box (If you have no opinion about a particular statement, please leave the boxes blank)			
		Strongly Agree	Agree	Disagree	Strongly Disagree
1.	Gives appreciation to others				
2.	Confronts people with problems/situations as they arise				
3.	Spends time walking floor and stays close to subordinate activity				
4.	Gives encouragement to others				
5.	Makes clear to subordinates what is expected on the job				
6.	Is a good listener				
7.	Coaches/counsels employees to ensure compliance with goals				
8.	Treats people with respect (i.e., like they are important people)				
9.	Is actively involved in the development of subordinates				
10.	Holds people accountable for meeting the standards set				
11.	Gives credit to those who deserve it				
12.	Shows patience and self-control with others				
13.	Is a leader people feel confident following				
14.	Has the technical skills necessary to do the job				
15.	Meets the legitimate needs (as opposed to wants) of others				
16.	Is able to forgive mistakes and not hold grudges				
17.	Is someone people can trust				
18.	Does not engage in backstabbing (talking behind backs, etc)				
19.	Gives positive feedback to subordinates when appropriate				
20.	Does not embarrass people or punish them in front of others				
21.	Sets high goals for self, subordinates, and department				
22.	Has a positive attitude on the job				
23.	Is sensible to the implications of their decisions on other departments				
24.	Is a fair and consistent leader and leads by example				
25.	Is not over-controlling or over-domineering person				

What are the greatest leadership strengths/skills that the person being evaluated possesses?

What leadership skills does the person being evaluated need to work on and improve?
