**LEADERSHIP SKILLS INVENTORY**

Manager Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please mark the appropriate box. If you have no opinion about a particular statement, please leave the boxes blank.

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| **1** = Strongly Agree; **2** = Agree; **3** = Disagree; **4** = Strongly Disagree | **1** | **2** | **3** | **4** |
| 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 others (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 sensitive to the implications of their decisions on other depts. |  |  |  |  |
| 24. Is a fair and consistent leader and leads by example |  |  |  |  |
| 25. Is not an over-controlling or over-domineering person |  |  |  |  |

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

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

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