

This issue of Business Briefs includes only one Brief. The reason for this is that we are providing a self-assessment questionnaire for you to complete. This form will in no way feed information back to us. It is solely for your use.

Brief One: Managers' Self-Assessment Questionnaire

In assessing a manager's ability to manage people, we believe it is important for a manager or supervisor to step back and look introspectively at their ability to direct the efforts of others as well as think about the environment they operate within. The following brief questionnaire is for your use in carrying out this type of self-assessment. Please respond to each question as honestly and objectively as possible in order to provide yourself with an accurate reflection of your situation.

1. I believe that I am an effective manager.

True False

2. My employees would say that I am an effective manager.

True False

3. I feel comfortable in my role of managing people.

True False

4. My ego does not get in the way of making sound, logical decisions.

True False

5. I am a good leader of people.

True False

6. My people are high performers.

True False

7. I have confidence in my people to meet my expectations of them.

True False

8. I have confidence in my own abilities.

True False

9. I understand what is expected of me.

True False

10. My people understand **clearly** what is expected of them.

True False

11. There is a cohesive, team-oriented atmosphere in my company, department or work unit.

True False

12. I deal with problem situations and employees in an expedient manner and don't ignore them.

True False

13. My attitude is positive.

True False

14. I am a good communicator.

True False

15. I set an appropriate example for my employees.

True False

16. I establish clear expectations for all of my people.

True False

17. My people feel good about working for me.

True False

18. My people regularly come forward with ideas, problems or suggestions.

True False

19. I would rather deal with people than numbers or things.

True False

20. I look forward to coming to work in the morning.

True False

21. I am effective in coaching my people to higher levels of performance.

True Flase

22. I would describe my management style in the following way:

23. My biggest day-to-day challenge is:

24. These are my concerns about my people in terms of their ability to meet my expectations:

25. My strengths and weaknesses as a manager are:

26. I feel that I need to improve in the following areas in order to become a better manager:

27. I would describe the culture in my work unit in the following way:

28. My three biggest frustrations as a manager are:

29. My people would describe me as:

30. I currently hold my people accountable for meeting expectations in the following manner:

31. If I could define my ideal job, it would be:

32. The one thing I enjoy most about my job is:

33. The one thing I enjoy least about my job is:

34. My personal goals for the next year are:

35. My personal goals for the next five years are: