

Leader's Self Assessment Scorecard

Category	Performance Indicators	Score 1=Never 2=Rarely 3=Sometimes 4=Consistently
Self-Awareness	• I have an accurate assessment of my strengths as well as my opportunities for development	
	• I have awareness of how my behavior/ communication style impact others	
	• I have the ability to manage my emotions professionally in the workplace	
	Category Average Score	
Working with Others	• I understand each of my employees' interests, motivations, career goals	
	• I have a clear picture of each of my employees' strengths and opportunities for development	
	• I can read others' emotions accurately and understand their point of view	
	• I flex my style to work effectively with people of diverse personalities, work styles, backgrounds	
Category Average Score		
Expectations & Accountability	• I have set clear, consistent expectations about all aspects of performance (tasks and behaviors)	
	• I regularly review expectations with employees and provide those expectations in writing	
	• I have systems of accountability in place to ensure that employees are meeting all expectations	
	• I enforce expectations consistently and address performance issues in a timely manner	
Category Average Score		
Coaching & Feedback	• I provide regular (≥weekly) specific, positive feedback to each employee	
	• I provide ongoing timely, specific, constructive feedback to each employee	
	• I encourage my employees to generate their own solutions to problems and challenges	
	• I rely mostly on active listening and genuine questions to communicate with my employees rather than issuing orders and directives	
Category Average Score		
Developing Individuals & Teams	• I have regular one on one meetings with my employees to discuss their performance as well as their progress and career goals	
	• I make my employees feel valued and cared about as people	
	• I provide frequent opportunities for my employees to learn and grow	
	• I demonstrate an interest in my employees' opinions and point of view; I seek out their input whenever possible	
• I encourage collaboration and teamwork and make an active effort to ensure my team members work well together		
Category Average Score		
Rewards & Recognition	• I have consistent practices in place to acknowledge and reward high performance	
	• I encourage employees to recognize one another for their contributions	
	• I create a culture of recognition amongst my direct reports	
	• I know how my employees like to be recognized and I find opportunities to provide customized recognition based on the interests and preferences of each employee	
Category Average Score		
My Strengths		My Opportunities for Development

