

Self-Evaluation Checklist

Instructions: Read each statement and circle the number that applies. If you are satisfied with your response, put a plus sign in the last column. If you are not satisfied, put a minus sign. Your “+’s” indicate your priority items and your “-’s” indicate areas to improve. Determine what insight you gained list the actions you will take as a result of this insight.

	Not Like Me at All						Just Like Me	+ = OK - = Improve
1. Our team members are properly trained, coached, and motivated.	1	2	3	4	5	6	7	_____
2. Our team members clearly understand what is expected of them.	1	2	3	4	5	6	7	_____
3. I am an effective communicator.	1	2	3	4	5	6	7	_____
4. I am a good listener.	1	2	3	4	5	6	7	_____
5. I stay in high payoff activities.	1	2	3	4	5	6	7	_____
6. I have written & specific goals.	1	2	3	4	5	6	7	_____
7. I let employees know they are appreciated.	1	2	3	4	5	6	7	_____
8. I use positive reinforcement to recognize accomplishments and progress.	1	2	3	4	5	6	7	_____
9. I am good at confronting inappropriate behavior.	1	2	3	4	5	6	7	_____
10. I have a written development plan for each employee.	1	2	3	4	5	6	7	_____
11. I am patient when teaching a new skill.	1	2	3	4	5	6	7	_____
12. I am an effective delegator.	1	2	3	4	5	6	7	_____
13. I am a good decision-maker.	1	2	3	4	5	6	7	_____
14. I turn problems into procedures	1	2	3	4	5	6	7	_____
15. I am effective at handling people problems.	1	2	3	4	5	6	7	_____
16. We have a high-performance team.	1	2	3	4	5	6	7	_____

Insight gained:

Actions I will take to be a more effective leader:

IMPROVEMENT ACTION PLAN

Personal improvements I will make to be more successful:

- 1.
- 2.
- 3.

Team improvements I will make to improve our performance:

- 1.
- 2.
- 3.
- 4.

I am committed to make the above changes: _____ Yes _____ No

Action I will take to personally improve:

- 1.
- 2.
- 3.
- 4.
- 5.

Action I will take to improve the performance of our team:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.