Leadership Assessment Tool

**Scale:** 1 = *seldom, needs improvement*  
 2 = *sometimes*   
 3 = *usually*  
 4 = *almost always*

*Place the rating for each item in the space provided below.*

**Leading by Example:**

\_\_\_\_\_ Sets high standards for performance by his/her own behavior.  
\_\_\_\_\_ Works as hard as any team member.  
\_\_\_\_\_ Sets a good example by the way s/he works with others.  
\_\_\_\_\_ Leads the team by example.

**Participation:**

\_\_\_\_\_ Encourages team members to express ideas/suggestions.  
\_\_\_\_\_ Listens to the team’s ideas and suggestions.  
\_\_\_\_\_ Uses the team’s suggestions to make decisions.  
\_\_\_\_\_ Gives team members a chance to voice their opinions.

**Coaching:**

\_\_\_\_\_ Suggests ways to improve the team’s performance.  
\_\_\_\_\_ Teaches team members how to solve problems on their own.  
\_\_\_\_\_ Helps the team focus on its goals.  
\_\_\_\_\_ Helps develop good relations among team members.

**Informing:**

\_\_\_\_\_ Explains how the team fits in the larger organization.  
\_\_\_\_\_ Explains the organization’s policies and expectations to the team.  
\_\_\_\_\_ Explains his/her decisions and actions to the team.  
\_\_\_\_\_ Tells the team when they perform well.

**Showing Concern/Interacting with the Team:**

\_\_\_\_\_ Treats team members with respect.  
\_\_\_\_\_ Takes the time to discuss team member’s concerns.  
\_\_\_\_\_ Gives team members honest and fair answers.  
\_\_\_\_\_ Knows what work is being done by the team.