

## MANAGEMENT QUESTIONNAIRE

**Scoring: 0=never, 1= only when requested by employees, 2=inconsistently, 3=at regular intervals, 4= as often as possible.**

Rate your supervisor's skills on the following questions

1. Understands the Metrics of the team

- Discusses with employees what they enjoy most about there job (current & past)
- Listen to concerns about the progress /direction of employees careers
- Draws out information about individual and group performance motivators
- Steps out of "Role of Boss", seeks to understand employees perspective.

2. Recognizing Value & Contribution

- Recognizes & rewards employees for contribution; in the presence of others
- Recognizes special efforts/positive change in private or in the presence of others
- Says "thank you"

3. Coaching & Career Development

- Initiates discussion with employees to discuss strengths & development needs.
- Provides *honest* feedback to employees about their career potential
- Clearly explains formal & informal factors that will determine career success
- Ensures timely regular performance appraisals are conducted
- Recommends training opportunities to assist with employee skills development
- Identifies potential job opportunities (inside/outside dept) that fit employee goals
- Discusses poor performance and provides feedback and support to resolve issues
- Discusses bad behavior and its impact on others

4. Effectively Communications

- Clearly communicates and explains changes within the organization.
- Clearly communicates how changes will impact each individual role.
- Provides information on tangible support that will help employee adjust to change.
- Coaches employee's communication skills & recommends training to fill gaps.
- Keeps in-tune with group dynamics to anticipate and resolve potential conflict.

5. Motivating Goal Achievement

- Clearly defines employee goals in priority & their expected timeline and outcomes.
- Identifies how individual goal achievement is aligned with company performance.
- Monitors progress and provides support to assist with challenges.
- Utilizes the diverse complimentary skills of a team to motivate collaborative effort.

*A Score under 70 is mediocre or worse*

**YOU NEED OUR HELP**

**CALL for a free consultation**

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