



LEADERSHIP ASSESSMENT

Welcome and congratulations!

Congratulations on your service in government! Your dedication and the impact you make is greatly appreciated.

This Leadership Assessment can help you identify how consistently you display key leadership traits within the workplace. Whether you currently hold a leadership role or you are interested in expanding your influence in your organization, consistently demonstrating the qualities outlined in this Assessment can increase your impact and position you for future opportunities.

I hope you will use this Leadership Assessment as a tool for your professional development. If you would like to develop an action plan based on your results, please message me at courtney@impactfulgov.com.

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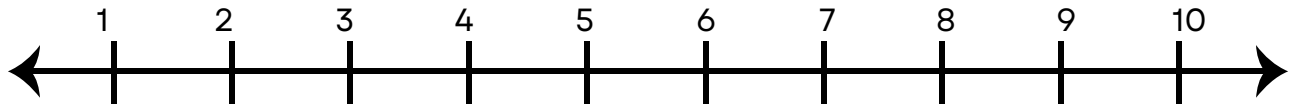
Instructions

Use the number lines and questions on the next pages to measure your current level of performance for each of the leadership qualities identified. Think about the questions and then rate yourself 1-10 (10 being the highest) on how consistently you display each trait. TIP: Be as honest as possible.

After completing the exercise, consider the traits where you scored yourself the lowest.

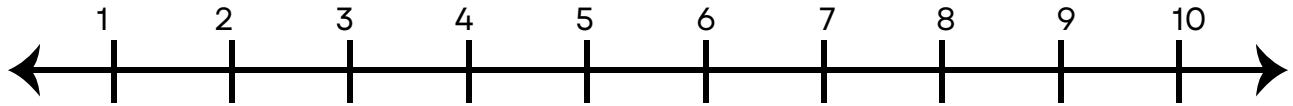
- Which of these qualities - if improved - would have the biggest impact on your career and your fulfillment at work?
- What is one key action you can take to get started on improving this quality?

As you continue to strengthen your leadership traits, revisit this exercise periodically to gauge your improvement and to identify new priorities and action steps.



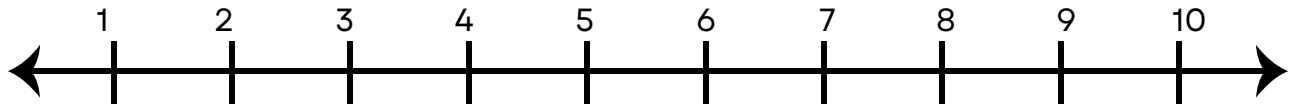
Accountable

- Do I accomplish what I say I am going to accomplish within the agreed-upon timelines?
- Do I take the time to check my work and ensure I am providing my best possible work product?
- If things go wrong, do I take responsibility for my role in the situation and avoid blaming others?
- Do I accept feedback - positive and negative - well?



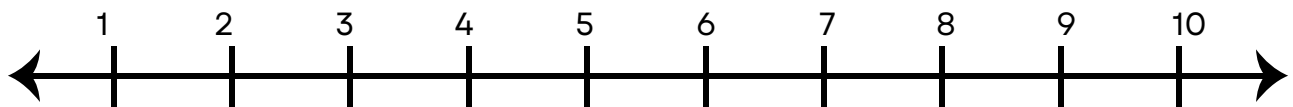
Communicative

- Am I able to share my ideas in a concise and clear manner that allows others to easily understand?
- Do I share an appropriate amount of information with my supervisors regarding my work?
- Am I open with others about challenges I am facing?
- Do I actively participate in conversations and meetings without dominating the interaction?



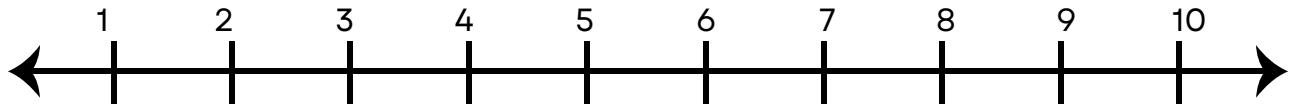
Courageous

- Do I initiate difficult conversations rather than avoiding confrontations?
- Do I make decisions appropriate for my role without being told what to do?
- When facing a problem, am I willing to offer my recommendations to others before others offer their ideas?
- Am I willing to share my opinion even if it differs from others?



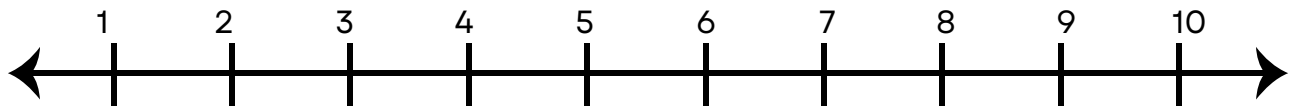
Humble

- Do I share credit with the whole team, even when I contributed substantially to the positive outcome?
- How willing am I to recognize when I need the help of others?
- Do I openly praise others for their efforts and successes?
- During conversations, do I focus on what others are sharing instead of only focusing on my ideas?



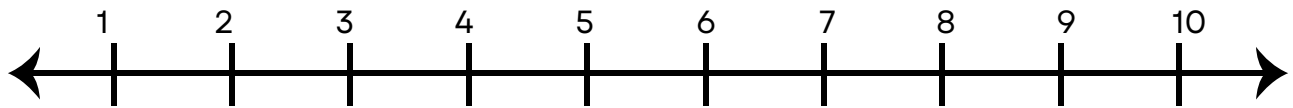
Self-Aware

- Am I aware of my strengths and weaknesses?
- Do I regularly take time to reflect on my performance and identify ways I could have done better?
- Do I tailor my communication style or adjust my work style based on who I am talking to or working with?
- Do I manage my reactions when faced with difficult situations?



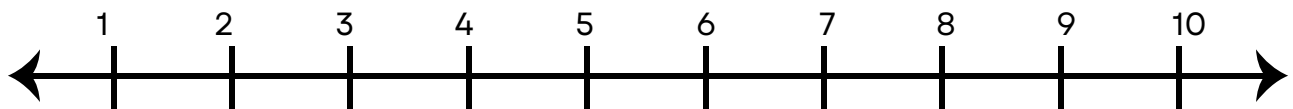
Self-Motivated

- Do I feel motivated and inspired by the goals of my organization and my position?
- Am I disciplined with my time while at work - arriving on time and remaining productive throughout the day?
- When assigned a project, do I jump in and get to work instead of waiting for others to tell me what to do?
- Do I consistently make progress on projects and not just when a meeting or deadline is looming?



Trustworthy

- Do I deliver on my work agreements while meeting agreed-upon deadlines?
- Do I treat colleagues with the same level of respect and concern, regardless of their position within the organization?
- Am I guided by a set of core values that allows colleagues to know what to expect from me in most situations?
- Are colleagues open to sharing their concerns or issues with me? Do I keep this information private?



Visionary

- Am I optimistic about the direction of my organization?
- Can I identify the top three strategic goals for my team and my organization? Do I understand my role within them?
- Do I have a vision or a plan for how my position or my team will evolve over the next year or two?
- Do others get excited when I share my vision for the future of the team or organization?