

Welcome

You are rating: **Sam Sample**.

Scale

- 1 = To an Extremely Small Extent
- 2 = To a Very Small Extent
- 3 = To a Small Extent
- 4 = To a Moderate Extent
- 5 = To a Large Extent
- 6 = To a Very Large Extent
- 7 = To an Extremely Large Extent
- N/A = Not Observable or Not Applicable

Questionnaire

Note: This is just a portion of the survey.

No.	The Individual	To an Extremely Small Extent				To an Extremely Large Extent			
		1	2	3	4	5	6	7	N/A
1	Summarizes what employees have said in order to clarify understanding (e.g. uses statements like, 'You seem to be saying...').	1	2	3	4	5	6	7	N/A
2	Maintains close contact & communication with employees (keeps others well informed).	1	2	3	4	5	6	7	N/A
3	Writes in a logical & organized manner.	1	2	3	4	5	6	7	N/A
4	Maintains eye contact when speaking to others.	1	2	3	4	5	6	7	N/A
5	Delivers oral presentations that are persuasive, clear and logically organized.	1	2	3	4	5	6	7	N/A
6	Establishes & communicates organizational, departmental and team goals & performance standards.	1	2	3	4	5	6	7	N/A
7	Establishes a logical sequence of work activities & assignments.	1	2	3	4	5	6	7	N/A
8	Transfers the necessary authority to employees to ensure completion of delegated tasks, assignments and projects.	1	2	3	4	5	6	7	N/A
9	Establishes effective mechanisms to monitor & ensure that work is done on time & with quality.	1	2	3	4	5	6	7	N/A
10	Focuses on both performance strengths & areas to be developed during employee appraisal meetings.	1	2	3	4	5	6	7	N/A

Competencies Assessed in ManagerView360

For front-line supervisors to mid-level managers

Communication

Listening

Listens and understands the verbal communications of others.

Two-Way Feedback

Keeps others informed in a timely manner.

Written Communication

Expresses written thoughts and ideas in a clear and concise manner.

Oral Communication

Conveys oral thoughts & ideas in a clear and concise manner.

Oral Presentation

Presents individual and organizational viewpoints to groups in a clear and persuasive manner.

Vision / Goal Setting

Shares a common vision and develops strategic goals for the organization.

Performance Management

Planning/ Organizing

Sets realistic & measurable goals and allocates resources.

Delegation

Assigns work, clarifies expectations, and defines how individual performance will be measured.

Administrative Control/ Follow Up

Develops procedures to evaluate and monitor job activities and tasks on an on-going basis.

Performance Evaluation

Provides on-going feedback and conducts timely and effective performance reviews.

Performance Management

Provides others with regular and timely feedback on their performance and offers support when individuals are confronted with problems.

Recognizing/ Rewarding

Rewards and recognizes performance in a timely and appropriate manner.

Interpersonal

Team Development

Creates and develops motivated, cohesive, and high performance teams.

Interpersonal Sensitivity

Takes actions that demonstrate consideration for the feelings and needs of others.

Negotiation/ Conflict Management

Negotiates and effectively resolves interpersonal differences with others.

Coaching/ Employee Development

Attracts, develops and retains talent. Effectively coaches, trains and develops others.

Leadership/ Influence

Utilizes appropriate interpersonal styles and approaches in facilitating a group towards task achievement.

Employee Involvement

Involves employees in organizational planning, decision making and problem solving processes.

Problem Solving

Problem Analysis

Analyzes a situation, identifies alternative solutions, and develops specific actions.

Decisiveness/ Judgment

Makes high quality decisions when required.