

Assessing Your Ability

1-Never 4-Always

1	I plan my future career development with my goals and priorities in mind.	1	2	3	4
2	I treat my boss in the same way as I would treat a key customer.	1	2	3	4
3	I am aware of my own strengths and weaknesses.	1	2	3	4
4	I encourage my boss to pass on knowledge and experience to me.	1	2	3	4
5	I have a clear ideas of what is important to me in my life.	1	2	3	4
6	I make it a point to discuss shared values with my boss.	1	2	3	4
7	I set objectives for what I wish for in different areas of my life.	1	2	3	4
8	I observe how people think in different ways.	1	2	3	4
9	I manage my work-life balance in my day-to-day routine.	1	2	3	4
10	I am able to say "No" assertively when necessary.	1	2	3	4
11	I encourage my boss and colleagues to give me feedback.	1	2	3	4
12	I keep my boss updated on the progress of projects I am working on.	1	2	3	4
13	I observe and assess my boss's strength's and weaknesses.	1	2	3	4
14	I make sure that I understand exactly what is expected of me.	1	2	3	4
15	I assertive with my boss rather than passive or aggressive.	1	2	3	4
16	I encourage my boss to delegate responsibility and authority to me.	1	2	3	4
17	I listen carefully to my boss to identify any potential problems.	1	2	3	4
18	I review my workload and discuss priorities with my boss.	1	2	3	4
19	I give my boss positive feedback about our achievements.	1	2	3	4
20	I make suggestions for change that my boss is happy to accept.	1	2	3	4
21	I pick the best time to discuss difficult issues with my boss.	1	2	3	4
22	I know how to create a good impression with my boss.	1	2	3	4
23	I present my boss solutions, not problems.	1	2	3	4
24	I make sure my boss knows about any problems before anyone else.	1	2	3	4
25	I give constructive feedback on my boss's working style.	1	2	3	4
26	I present information in the way my boss prefers.	1	2	3	4
27	I ask open questions and maintain eye contact while talking with my boss.	1	2	3	4
28	I deliver over and above the expectations of my boss.	1	2	3	4
29	I am flexible, but I also know when to stand my ground.	1	2	3	4
30	I am loyal to my boss and support my boss's actions and ideas.	1	2	3	4
31	I summarize actions agreed upon with my boss.	1	2	3	4
32	I ensure that my boss is aware that I add value to my job.	1	2	3	4