

**ESP LEADER SELF-ASSESSMENT FOR ELT POSITIONS**

Job Title	Type Job Title
Incumbent	Type Incumbent Name
Supervisor	Type Supervisor Name

**Notes & Instructions:**

- 1) Competency column
  - 2) Description column
  - 3) Priority column
  - 4) Incumbent column
  - 5) Supervisor column
- The knowledge and skill on which the individual is self-assessing.  
 The Agency's definition of the competency for this level of leadership  
 How important is this competency in relation to role's purpose and scope: Type or select 1 = Low, 2 = Medium, or 3 = High  
 What is your current level of competency in this particularly area: Type or select "X" in the correct box  
 What is your evaluation of the incumbent's level of competency in this area: Type or select "X" in the correct box

Competency	Description	Incumbent	Priority	Solid understanding and skills, and continue to grow in this area.	Making progress in understanding, skills, and growth in this area.	Need support to learn more and grow in this area.
		Supervisor				
Self-Objectivity	Take steps to objectively assess personal strengths and limitations, and work toward improving on weaknesses. Aware of the impact of own behavior on others. Continually solicits feedback and uses it for self-improvement.	Incumbent				
		Supervisor				
High Standards	Models standards that lead to quality work and outcomes. Exhibits the necessary attention to detail. Continually seeks to improve processes, and holds staff accountable for quality.	Incumbent				
		Supervisor				
Influence	Skilled at directing, persuading, and motivating others. Can flex style to direct, collaborate, or empower, as the situation requires. Establishes trust within the agency through integrity, compassion, and respect.	Incumbent				
		Supervisor				

<i>Strategic Thinking</i>	Acts with the future in mind. Plan for and makes decisions within the framework of the agency's vision and strategic plan. Knows and understands the factors influencing strategy. Consistently thinks in terms of expanding the mission.	Incumbent					
	Supervisor						
<i>Results Orientation</i>	Maintains focus on outcomes and accomplishments. Motivated by goal setting and goal achievement, and persists until the goal is reached. Successfully balances short- and long-term goals. Is able to consistently close open issues, projects, and larger goals.	Incumbent					
		Supervisor					
<i>Organizing &amp; Planning</i>	Has strong organizing and planning skills that lead to efficient use of agency resources and high levels of productivity. Manages time wisely, and prioritizes multiple competing tasks and goals. Help others to plan, organize, and manage agency resources and meetings productively.	Incumbent					
		Supervisor					

**Open-Ended Questions for Leaders and Leadership Candidates**

1. What relevant education and experience does the Incumbent possess?  
Incumbent and supervisor may type here

2. What are three most valuable assets that this person brings to a leadership role?  
Incumbent and supervisor may type here

3. What are the three biggest challenges associated with placing this person in a leadership role?  
Supervisor should type here