

Saint Joseph's College – Graduate Management Studies

Self-assessment of Abilities Questionnaire

Name: _____

This questionnaire provides a list of behaviors. Indicate *how often you demonstrate, show, or use* each specific behavior by placing the appropriate symbol (N, 1, 2, 3 or 4) in the column to the right of each behavior. In other words, with each behavior or question listed below, you are asking yourself, "How often do I?"

The symbols are used to indicate:

- N = Have not had the opportunity to show it, or I do not know
- 1 = Seldom shown
- 2 = Occasionally shown (might show the behavior frequently in one type of setting, but overall I show it occasionally)
- 3 = Often shown
- 4 = Frequently and consistently shown

	Behavior	Frequency Shown
1	I accurately read, or interpret the moods, feelings, or non-verbal behavior of others	
2	In written communications, I present a document using proper word usage or grammar, spelling, punctuation, and sentence and paragraph structure of the language of the audience	
3	I take action by seeking information in a non-traditional or unusual way (e.g., I utilize a wide variety of sources of information not typically used)	
4	I maintain personal relationships that are, or might be related to work	
5	In oral communications and presentations, I use diagrams, exhibits, or other visual aids to explain the message	
6	In written communications, I present well organized material (i.e., I include an introduction, the message or concepts, and a summary); the message or concepts, if complex, are organized for the audience into a conceptual framework, with the aid of visual clues (e.g., bullets, highlights, or headings)	
7	I outline a series of actions toward achieving a goal or overcoming obstacles to achieve a goal	
8	I use a computer to perform statistical, accounting, forecasting analysis, simulations, or planning	
9	I determine the concerns, or positions of each of the parties and communicate them to all involved as an initial step toward open discussion of a conflict	
10	I understand the reasons for others' behavior (i.e., I know what motivates or demotivates specific other individuals)	
11	I use metaphors or analogies to explain events or information (this should be more than a figure of speech or single phrase)	

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12	I provide others with information, tools, other resources, or opportunities to help them get their job done or to improve their abilities	
13	I exhibit an understanding of the importance of my image and reputation, the image or reputation of my organization, or its products and services	
14	I avoid aggressive outbursts or impulsive behavior that may hurt others or hurt progress toward goals	
15	I organize materials or activities to accomplish a task or reach a goal	
16	I allow the group to take responsibility for certain task accomplishments and do not assume sole responsibility for them	
17	In written communications, I use factual information and/or quantitative data accurately and appropriately for the audience	
18	In oral communications and presentations, I use examples relevant to the presentation that clarify the message	
19	In oral communications and presentations, I use symbols, non-verbal cues (e.g., gestures, posture, etc.), intonation (e.g., volume, rate of delivery and enunciation), and so forth to reinforce or interpret the meaning of the message	
20	In written communications, I use an engaging style appropriate to the audience (i.e., the audience would see as easy to read)	
21	I describe another person's thoughts, feelings, or values as unique without regard to stereotypical generalizations	
22	In oral communications and presentations, I speak clearly and convincingly to others (i.e., I am articulate and persuasive in maintaining the attention of the audience or listener)	
23	I use quantitative methods in the diagnosis and operations of various functions of management (e.g., financial analysis, market research, SPC in manufacturing, etc.)	
24	I show consistent attention to detail (e.g., I double check information or accuracy of my own or others' work)	
25	I use a network of informal relationships to get things done	
26	I involve all parties concerned in openly resolving conflicts within the group as a vehicle toward collaboration among the group members	
27	I perceive multiple perspectives, or views, of the same situation or issue	
28	I give directions or orders based on the rules, procedures, government regulations, authority of their position in the organization, or personal authority without relying on the input of others	
29	I act to build a relationship with someone that might be useful in the present or in the future to accomplish a task	
30	I create symbols of group identity, pride, trust, or team effort	
31	I show the freedom to explore options that are different from anyone else or traditional methods	

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32	I remain calm in stressful settings (e.g., when being criticized)	
33	I take action first, not reacting to or being forced by events (e.g., I seize opportunities)	
34	I identify areas of mutual interest or benefit, often an objective to which all parties can aspire	
35	I see similarities of a new situation to aspects of past situations of a different type	
36	I anticipate obstacles to a course of action and describe what to do to overcome them, should they occur (i.e., contingency planning)	
37	I explicitly express a need or desire to persuade others	
38	I act to promote commitment to a team, task, or shared goal through friendly, personal contact	
39	I design work requiring advanced technology (e.g., robots)	
40	In oral communications and presentations, I express feelings and respond to the expression of feelings in others	
41	I explicitly communicate to others the need for cooperation or teamwork within the group	
42	I involve all parties in openly discussing a conflict with the intent of resolving the conflict	
43	I integrate reason and intuition	
44	I understand the strengths and limitations of others	
45	I explicitly tell another that he or she can accomplish an objective and provide encouragement and support	
46	I explicitly deny a personal impulse, need, or desire (i.e., make a personal sacrifice) for the good of an organizational or group need	
47	I listen to others by asking questions and waiting for their reply, or taking the time to allow another person to explain or describe something at his or her own pace and manner	
48	I consistently exhibit confidence that I am capable of doing an outstanding job, and likely to succeed	
49	In oral communications and presentations, I present well organized material; include an introduction, the message or concepts, and a summary; the message or concepts, if complex, are organized for the audience into a conceptual framework	
50	I implement a technological innovation in a system or process	

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51	I strive to do something better or accomplish something unique	
52	I give someone performance feedback to be used in improving or maintaining effective performance	
53	I assess inputs and outputs, or costs and benefits, with the intent of maximizing efficiency (i.e., output/input)	
54	I attempt to convince others by anticipating how people will react to an argument, appeal, or situation and adjust the communication to their level of understanding or emotional condition at that time	
55	I change a plan, behavior, or approach to a situation to one perceived to be more appropriate when the desired impact is not occurring	
56	I take calculated risks, evident in assessing and moderating risks in a situation prior to taking action	
57	I invite others to discuss performance problems with the explicit purpose of improving their performance	
58	I reduce large amounts of information through the use of a concept not previously applied to this situation or information	
59	I seek to exceed or out-perform a standard of excellence, or goal	
60	I use resources (e.g., time, people, money, etc.) to maximize efficient progress toward goals	
61	I set goals or objectives in measurable terms	
62	I identify a pattern in events or information not used by others and use the pattern to explain or interpret the events or information	
63	I change a plan, behavior, or approach to one that is more appropriate in response to a major change in a situation or changing circumstances	
64	I use questions or other techniques explicitly intended to result in the audience feeling and accepting ownership of the ideas, projects, or activities	
65	I keep records diligently	
66	In written communications, I use charts, tables, figures, or appendices to explain or support the message or concepts	
67	I attempt to convince others by appealing to their interests (i.e., pointing out what each will gain personally)	
68	I see merits of differing perspectives, especially when they are different than my own	
69	I see how aspects of my life and work are connected to other, seemingly far removed, things in the world	
70	I consistently present myself, verbally or non-verbally, in an assured, forceful, impressive, and unhesitating manner	