Employee Relationship Quiz

Rating Scale:
4 = I do this often.
3 = I sometimes do this, but not consistently.
2 = I do this only occasionally.
1 = I don’t do this at all.

___ I take time up front to describe projects and tasks and set parameters with employees so they know what is expected and why.
___ I give my employees positive reinforcement and praise.
___ My employees receive clear, honest feedback and coaching.
___ Once my employees know the desired results, I get out of their way and let them have freedom to do their jobs.
___ I give my employees “face time,” both one-on-one and in team meetings.
___ If one of my employees gets off track or makes a mistake, I use it as a teaching opportunity.
___ I share information freely with my staff and encourage open dialogue and participation.
___ I don’t blame or use guilt, threats or other demeaning tactics.
___ I don’t hide behind bureaucracy or policies. I try to get things done quickly and effectively.
___ I don’t make decisions that impact my team without including them in the process.
___ I spend more time with the good performers than the poor ones.
___ I address poor performance and make sure that the individual has a clear plan for improvement.
___ I don’t overload good performers to the point of burnout.
___ I take time to find out every employee’s career and job goals and encourage them to work on tasks and projects that will stretch them toward those goals.
___ I try new ideas, whether they are mine or come from someone else.
___ I reward healthy risk taking and I’m careful not to demean good effort.
___ I seek input from my employees on ways I can improve as a leader.
___ I enjoy giving my employees visibility and sharing credit with them.
___ I spend more time working with people than working on paperwork.
___ I treat all my employees with respect and dignity.
___ I encourage a sense of community in my work unit.

In addition to filling out this questionnaire yourself, ask your employees to provide input as well. You’ll likely come away with some valuable information, and you’ll be on the road to becoming a better leader just by asking.

Here are some ideas on what to do with your scores:
Congratulations on your 4s! Zero in on your 2s and 3s, and choose one or two to improve upon that you think will make the most difference to your employees. If you do have some 1s, pick one that needs to be improved immediately. Jot down an action plan and put it where you’ll see it every day (a post-it note in your calendar or on your computer will keep it front and center). Then make a concerted effort to change that particular behavior.

Source: Joan Lloyd & Associates. Joan Lloyd is a Milwaukee-based executive coach and organizational and leadership development strategist who helps leaders and their teams achieve measurable, lasting improvements. Joan Lloyd & Associates specializes in leadership development, organizational change and teambuilding, providing executive, CEO and team coaching, 360-degree feedback processes, customized training (on leadership, presentation, internal consulting and facilitation skills), team conflict resolution and retreat facilitation.

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