Welcome to the New Leader's Assessment Package

Instructions

Please read and follow instructions carefully.

If you do not have experience related to a particular item, simply skip the item or mark "No Basis to Judge" where applicable.

When responding to this survey, consider all of your experiences while working in your current organization.

Definitions

Several items refer to managers, supervisors, team leaders, or customers. Use the following definitions when answering items referring to these terms.

Managers: All levels of management above first-line supervisor.

Supervisors: First-line supervisors; typically those who are responsible for employees' performance

appraisals and approval of their leave.

Team Leaders: Not official supervisors; those who provide employees with day-to-day guidance in

conducting work projects, but do not have supervisory responsibilities or conduct

performance appraisals.

Customers: Anyone who uses or receives the products or services that your organization provides;

may include individuals within your organization and individuals outside your

organization.

Web Navigation Instructions

To navigate through the survey, use the buttons located at the bottom of each survey page:

- Previous takes you to the previous page in the survey.
- Next takes you to the next page in the survey.
- 1 | 2 | 3 ... Last takes you to that page of the survey.
- Save saves your responses to the survey on the system so you can continue at a
 later time. You will be asked to create a new username and password to regain
 access to your survey.
- Quit allows you to quit the survey.

On the last page of the survey, click the **Send/Submit** button to submit your responses. Once you submit your responses, you will not be able to access your survey again for any reason.

Privacy Advisory

In accordance with Public Law 93-579 (Privacy Act of 1974) the providing of personal information is completely voluntary. Collection of this information is authorized by Section I Ï €G of Title 5, US Code.

- Your responses to this survey are voluntary and there is no penalty if you choose not to respond. However, maximum participation is encouraged so that the data will be complete and representative.
- The principal purpose in collecting this information is to gather input from employees about their work experiences. The survey results will be used to identify organizational strengths and challenges and to identify strategies that will help improve the work environment.
- In any public release of survey results, no data will be disclosed that could be used to match your responses with your identity because there will be no individual identifiers associated with the data.

Do not reproduce, store in a retrieval system, or transmit in any form or by any means (including, without limitation, electronic, mechanical, or through the use of photocopying or recording equipment), any part of this survey instrument without written permission from the HR Strategy and Evaluation Section, U.S. Office of Personnel Management. Any such action taken without such permission is unauthorized.

Public Burden Statement:

We estimate this form takes an average of 15 minutes to complete including the time for getting the needed data and reviewing both the instructions and completed form. Send comments regarding our estimate or any other aspect of this form, including suggestions for reducing completion time, to the Office of Personnel Management (OPM), Assessment Services, Matthew Sigafoose (3206-0252), Washington, DC 20415-7900. The OMB Number, 3206-0252, is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Organizational Assessment

Please rate the extent to which you agree or disagree with the following items.

		Strongly Disagree	Disagree	Neither Agree nor Disagree		Strongly Agree	Do Not Know
1.	The people I work with cooperate to get the job done.	0	0	О	0	0	0
2.	My organization's products and services are designed to meet customer needs and expectations.	0	0	О	0	0	0
3.	I am given a real opportunity to improve my skills in my organization.	0	0	0	0	0	0
4.	My supervisor removes barriers to getting my job done.	0	c	0	0	0	С
5.	I have enough information to do my job well.	o	o	0	0	0	0
6.	I am satisfied with my involvement in decisions that affect my work.	c	o	0	0	О	0
7.	Awards in my work unit depend on how well employees perform their jobs.	c	o	0	0	0	0

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8.	My supervisor provides me with constructive suggestions to improve my job performance.	(0	C		0	0	O	
9.	I understand my organization's vision, mission, and values.	(0	c		0	0	0	
10.	My supervisor cares about m person.	ne as a (0	0	0		0	0	0
11.	Employees are treated fairly organization.	in my	0	0	0		0	0	0
12.	In my organization, we make changes necessary to meet omission.		0	0	0		0	0	0
13.	I like the kind of work I do.	(0	0	0		0	0	0
14.	My work gives me a feeling of personal accomplishment.	of (0	0	0		0	0	0
15.	My supervisor clearly communicates my job responsibilities.	(0	0	0		0	0	0
16.	My performance appraisal is reflection of my performance		0	0	0		0	0	0
17.	Managers communicate the and priorities of the organiza		0	0	0		0	0	0
18.	My organization's leaders manigh standards of honesty are integrity.		0	0	0		o	0	0

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						No	
19.	My agency is s accomplishing		0	0	0	0 0	0
20.	Overall, how g being done by supervisor?	ood a job do yo your immediat		0 0	0	0 0	0
21.	How would you of work done b	u rate the overa		0 0	0	0 0	0
		Very D Dissatisfied	Dissatisfied	d Neithe Satisfie nor Dissatisf	ed	ied Very Satisfied	Do Not d Know
22	Considering everything, how satisfied are you with your pay?	0	o	O	0	0	o
23	Considering everything, how satisfied are you with your job?	0	c	c	0	0	c
24	Considering everything, how satisfied are you with your organization?	0	c	0	0	o	c
			Strongly Disagree	Disagree	Neither A Agree nor Disagree	Agree Strong Agree	-
25.	I recommend organization a to work	my s a good place	0	0	0	0 0	0

26.	Are you considering leaving your or	rganization?							
I	○ No								
Í	Yes, to retire								
I	Yes, to take another job elsewhere in my agency								
ı	 Yes, to take another job elsewhere in the Federal Government 								
I	Yes, to take another job outside	of the Fede	ral Govern	ment					
I	○ Yes, other								
		Strongly Disagree		Neither Agree nor Disagree	•	Strongly Agree			
27.	I really care about the success of my agency.	0	0	0	0	0			
28.	I will volunteer for work when opportunities arise.	0	0	0	0	0			
29.	I get excited when I think about what I could accomplish at work.	0	0	0	0	0			
30.	I put in a great deal of effort to make sure the work is done.	0	0	0	0	0			
31.	I am excited about going to work each morning.	0	0	0	0	0			
32.	I am enthusiastic about my work.	0	0	0	0	0			
33.	When speaking to others, I speak highly of my organization.	0	0	0	0	0			

					No.	-
34.	I am proud to work for my agency.	0	0	0	0	0
35.	I am willing to put in a great deal of effort beyond what is expected to help my agency be successful.	0	0	0	0	0
36.	Are you a supervisor, manager, or exe	cutive?				
(○ Yes					
(No No					

Organizational Leadership
Using the two scales below, indicate 1) the importance of each competency as they relate to the success of your organization's mission; and 2) *your* individual level of proficiency related to each

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Extremely

Very

When rating *your* individual level of proficiency, consider the following guidance:

competency.

Current Proficiency Level	General Competencies
1 = Not Proficient	No experience with or knowledge of the competency. Requires frequent guidance.
2 = Somewhat Proficient	 Applies the competency in somewhat difficult situations. Requires occasional guidance.
3 = Proficient	 Applies the competency in difficult situations. Requires little guidance.
4 = Very Proficient	 Applies the competency in considerably difficult situations. Generally requires no guidance.
5 = Extremely Proficient	 Applies the competency in exceptionally difficult situations. Serves as a key resource and advises others.

		Somewh at Importa nt to Mission	nt to	Importa	Importa
3 Interpersonal Skills - Importance7. to Mission	0	0	0	0	0

Somewhat Proficient

Not

		Proficient	Proficient		Proficient	Proficient
38.	Interpersonal Skills - Proficiency Level	0	0	0	0	О
		Not Important to Mission	Somewhat Important to Mission	to	-	Extremely Important to Mission
39.	Oral Communication - Importance to Mission	0	0	0	0	O
		Not Proficient	Somewhat Proficient		•	Extremely Proficient
40.	Oral Communication - Proficiency Level	0	0	0	0	О
		Not Important to Mission	Somewhat Important to Mission	to	-	Extremely Important to Mission
41.	Integrity/Honesty - Importance to Mission	0	0	0	0	0
		Not Proficient	Somewhat Proficient		•	Extremely Proficient
42.	Integrity/Honesty - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	-	Extremely Important to Mission
43.	Written Communication - Importance to Mission	0	0	0	0	0
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient

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No.	-

44.	Written Communication - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
45.	Continual Learning - Importance to Mission	0	0	0	0	O
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
46.	Continual Learning - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
47.	Public Service Motivation - Importance to Mission	0	0	0	0	o
		Not Proficient	Somewhat Proficient		•	Extremely Proficient
48.	Public Service Motivation - Proficiency Level	0	0	0	0	o
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
49.	Creativity and Innovation - Importance to Mission	0	0	0	0	O

		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
50.	Creativity and Innovation - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to		Extremely Important to Mission
51.	Resilience - Importance to Mission	0	0	0	0	0
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
52.	Resilience - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	_	Extremely Important to Mission
53.	Flexibility - Importance to Mission	0	0	0	0	O
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
54.	Flexibility - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
55.	Strategic Thinking - Importance to Mission	0	0	0	0	0

		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
56.	Strategic Thinking - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
57.	Vision - Importance to Mission	0	0	0	0	0
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
58.	Vision - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	_	Extremely Important to Mission
59.	Conflict Management - Importance to Mission	0	0	0	0	0
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
60.	Conflict Management - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	_	Extremely Important to Mission
61.	Leveraging Diversity - Importance to Mission	0	0	0	0	0

			Somewhat Proficient	Proficient	•	Extremely Proficient
62.	Leveraging Diversity - Proficiency Level	0	0	0	0	0
		•	Somewhat Important to Mission	to	•	Extremely Important to Mission
63.	Developing Others - Importance to Mission	0	0	0	0	С
			Somewhat Proficient	Proficient	•	Extremely Proficient
64.	Developing Others - Proficiency Level	0	0	0	0	0
		•	Somewhat Important to Mission	to	•	Extremely Important to Mission
65.	Team Building - Importance to Mission	0	0	0	0	С
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
66.	Team Building - Proficiency Level	0	0	0	0	0
			Somewhat Important to Mission	to	•	Extremely Important to Mission
67.	Accountability - Importance to Mission	0	0	0	0	0
		Not	Somewhat	Proficient	Very	Extremely

		Proficient Proficient			Proficient Proficient		
68.	Accountability - Proficiency Level	0	0	0	0	0	
		Important	Somewhat Important to Mission	to	•	Extremely Important to Mission	
69.	Decisiveness - Importance to Mission	0	0	0	0	0	
			Somewhat Proficient	Proficient	•	Extremely Proficient	
70.	Decisiveness - Proficiency Level	0	0	0	0	0	
		Important	Somewhat Important to Mission	to	•	Extremely Important to Mission	
71.	Entrepreneurship - Importance to Mission	0	0	0	0	0	
			Somewhat Proficient	Proficient	•	Extremely Proficient	
72.	Entrepreneurship - Proficiency Level	0	0	0	0	0	
		Important	Somewhat Important to Mission	to	_	Important to	
73.	Problem Solving - Importance to Mission	0	0	0	0	0	
			Somewhat		•	Extremely	

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No.	-

74.	Problem Solving - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
75.	Technical Credibility - Importance to Mission	0	0	0	0	0
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
76.	Technical Credibility - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
77.	Financial Management - Importance to Mission	0	0	0	0	0
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
78.	Financial Management - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
79.	Human Capital Management - Importance to Mission	0	0	0	0	0
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient

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No.	-

80.	Human Capital Management - Proficiency Level	0	0 0		0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
81.	Technology Management - Importance to Mission	0	0	0	0	0
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
82.	Technology Management - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
83.	Partnering - Importance to Mission	0	0	0	0	0
		Not Proficient	Somewhat Proficient	Proficient		Extremely Proficient
84.	Partnering - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
85.	Political Savvy - Importance to Mission	0	0	0	0	0

		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
86.	Political Savvy - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
87.	Influencing/Negotiating - Importance to Mission	0	0	0	0	0
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
88.	Influencing/Negotiating - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
89.	External Awareness - Importance to Mission	0	0	0	0	0
		Not Proficient	Somewhat Proficient	Proficient	•	Extremely Proficient
90.	External Awareness - Proficiency Level	0	0	0	0	0
		Not Important to Mission	Somewhat Important to Mission	to	•	Extremely Important to Mission
91.	Customer Service - Importance to Mission	0	0	0	0	0

OMB Ap	proved:
No	

		Not Proficient	Somewhat Proficient		Very Proficient	•
92.	Customer Service - Proficiency Level	0	0	0	0	0
	·	Workford	e Analysis			

Using the two scales below, for each competency, indicate 1) <u>your</u> individual level of proficiency; and 2) how beneficial training would be <u>for you</u>.

When rating **your individual level of proficiency**, consider the following guidance:

Current Proficiency Level	General Competencies
1 = Not Proficient	No experience with or knowledge of the competency. Requires frequent guidance.
2 = Somewhat Proficient	Applies the competency in somewhat difficult situations. Requires occasional guidance.
3 = Proficient	Applies the competency in difficult situations. Requires little guidance.
4 = Very Proficient	Applies the competency in considerably difficult situations. Generally requires no guidance.
5 = Extremely Proficient	 Applies the competency in exceptionally difficult situations. Serves as a key resource and advises others.

Fiolicient	Serves as a N	es as a key resource and advises offices.					
		Not Proficie nt	Somewh at Proficie nt	Proficie nt	Very Proficie nt	Extreme ly Proficie nt	
Writing - Proficience 9 3.	cy Level	0	0	0	0	c	
	Not Beneficial to Training	Slightly Beneficial to Training	Moderate Beneficia Trainin	l to	aining	Very eneficial to Fraining	
Writing - Benefit of Training	0	0	0		0	0	

Not

Proficient Proficient

Somewhat Proficient Very Extremely Proficient Proficient Proficient

						No
95.	Self-Management - Proficiency Level	c	0	0	0	О
		Not Beneficial to Training	Slightly Beneficial to Training	Moderately Beneficial to Training	Beneficial to Training	Very Beneficial to Training
96.	Self-Management - Benefit of Training	0	0	0	0	0
			ot Some cient Profic	what Proficien	•	Extremely Proficient
97.	Interpersonal Skills - Proficiency Level	0	0	0	0	0
		Not Beneficial to Training	Slightly Beneficial to Training	Moderately Beneficial to Training	Beneficial to Training	Very Beneficial to Training
98.	Interpersonal Skills - Benefit of Training	0	0	0	0	0
			ot Some cient Profic	what Proficien	•	Extremely Proficient
99.	Oral Communication Proficiency Level	- 0	0	0	0	0
		Not Beneficial to Training	Slightly Beneficial to Training	Moderately Beneficial to Training	Beneficial to Training	Very Beneficial to Training
100	Oral Communication - Benefit of Training	0	0	0	0	0
			ot Some cient Profic	what Proficien	•	Extremely Proficient
101	Attention to Detail - Proficiency Level	0	0	O	0	0
		Not Beneficial	Slightly Beneficial	Moderately Beneficial to	Beneficial to	Very Beneficial

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		Tra	to aining	to Training	Training	Training	to Training
102.	Attention to I - Benefit of Training	Detail	0	0	О	0	0
			No Profic	t Some	what Proficient	•	Extremely Proficient
103.	Teamwork - I Level	Proficiency	0	0	0	0	O
		Not Beneficia to Trainin	al Ben	lightly eficial to aining	Moderately Beneficial to Training	Beneficial to Training	Very Beneficial to Training
104.	Teamwork - Benefit of Training	O		c	O	0	О
			No Profic	ot Some	what Proficient	•	Extremely Proficient
105.	Decision Mak Proficiency L	_	0	0	0	0	0
		Not Beneficia to Trainin	al Bend	lightly eficial to aining	Moderately Beneficial to Training	Beneficial to Training	Very Beneficial to Training
106.	Decision Making - Benefit of Training	0		o	0	O	0
		Not	Proficie	ent Some Profic	what Proficient	•	Extremely Proficient
107.	Customer Ser Proficiency L		0	C	0	0	C
		Ben		eneficial to t		neficial to Fraining	Very Beneficial to Training

							No
108.	Customer Serv - Benefit of Training	rice O	c	0		0	0
		Not Prof	ficient Sor Pro	newhat l	Profici		Extremely t Proficient
109.	Technical Competence - Proficiency Le	vel		C	0	0	0
		Not Beneficia to Training	al Beneficia to	to Trai	cial	Beneficial to Training	Very Beneficial to Training
110.	Technical Competence - Benefit of Training	0	O	0		0	0
		Not Prof	ficient Sor Pro	newhat l	Profici		Extremely Proficient
111.	Planning and Evaluating - Proficiency Le	ovel ovel		О	0	0	0
		to	Slightly al Beneficia to Training	al Benefi to Trai	cial	Beneficial to Training	Very Beneficial to Training
112.	Planning and Evaluating - Benefit of Training	O	O	0		O	C
	ı	Not Proficient	Somewhat Proficient		icien t	Very Proficient	Extremely Proficient
113	Problem Solving - Proficiency Level	0	O	С)	0	C

Slightly Moderatel Beneficial to

Not

OMB Approved:

Very

		neficial B raining	eneficial to Training	Benefic to Traini	ial	raining	Benefi cial to Trainin g
114	Problem Solving - Benefit of Training	o	o	0		o	O
		Pr		omewhat Proficient	Proficient	Very Proficient	Extremel y Proficie nt
115	Resilience - Proficiency Leve	el	0	О	O	C	0
		No Benef I to Train	icia Benef	to Tra	•	eneficial to Training	Very Benefi cial to Trainin g
116	Resilience - Bendof Training	efit O	0	C)	0	0
		Not P		Somewhat Proficient	Proficient	Very Proficient	Extremely Proficient
117.	Developing Other-Proficiency Lev		0	0	0	0	0
		Not Benefi to Traini	cial Benefi to	cial Bene to Tra			Very Beneficial to Training
118.	Developing Other - Benefit of Training	ers O	0	0		0	0
			Not Proficient		t Proficient	Very Proficient	Extremely Proficient
119.	Accountability - Proficiency Leve		0	0	0	0	0

						ИВ Approved: No
120.	Accountability - Benef of Training	it o	0	0	0	0
		Not Proficient	Somewhat Proficien	nt Proficient t	•	Extremely Proficient
121.	Human Capital Management - Proficiency Level	0	0	0	0	0
		eneficial Bene to t	eficial Be	oderately neficial to raining	Beneficial to Training	Very Beneficial to Training
122.	Human Capital Management - Benefit of Training	0 0		0	0	0
		Not Proficient	Somewhat Proficient	it Proficient t	•	Extremely Proficient
123.	Technology Manageme - Proficiency Level	ent O	0	0	0	0
		Not Beneficial to Training	Beneficial	Moderately Beneficial to Training	to	Very Beneficial to Training
124.	Technology Management - Benefit Training	of O	0	0	0	0