

Leadership Potential Assessment

Peers, direct reports, and others see:

General Instructions

The OPM Leadership Potential Assessment (LPA) is based on established research and the idea that leadership success is dependent on an individual's ability and desire to lead others. The goal of this assessment is to provide useful feedback to current and future leaders by assessing the competencies and motivational/personal factors related to successful performance in leadership positions throughout the Federal Government.

You were selected by [=e_firstname] [=e_lastname] to assess the extent to which [=e_firstname] exhibits certain leadership behaviors. In responding to the survey, think about this person across a variety of situations. Please take into consideration how they behave in general. This is not a timed assessment, so please take your time and consider each statement carefully. To ensure accurate results, please respond as honestly as possible. There are no "right" or "wrong" answers, so please select the response that most accurately describes the person you are rating for each statement. Trying to respond in a way you think would be ideal or more acceptable in some way will reduce the accuracy of the feedback the person you are rating will receive.

Your responses will be confidential and will be combined and averaged with others for the purposes of reporting results to the person you are rating. At the end of the survey, you will find a number of open-ended questions asking for your opinion on this individual's greatest strengths, developmental needs, and additional resources to consider for their professional development. Please be aware that your comments will not be edited. Comments will be passed along directly as written.

You can close out of the survey at any time and return to complete the survey when time permits. However, please be aware that your ratings must be submitted before the survey close date.

Please use the following definitions when responding:

- *Participant*: The person you have been asked to rate on the statements contained in this survey.
- *Organization*: The level at which the individual being rated has authority. This may be, for example, a work unit, division, or an entire agency.
- *Customers*: Anyone who uses or receives the products or services that your organization provides; may include individuals within and outside of your organization.

Supervisors see:

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You were selected by [=e_firstname] [=e_lastname] to assess the extent to which [=e_firstname] exhibits certain leadership behaviors. In responding to the survey, think about this person across a variety of situations. Please take into consideration how they behave in general. This is not a timed assessment, so please take your time and consider each statement carefully. To ensure accurate results, please respond as honestly as possible. There are no "right" or "wrong" answers, so please select the response that most accurately describes the person you are rating for each statement. Trying to respond in a way you think would be ideal or more acceptable in some way will reduce the accuracy of the feedback the person you are rating will receive.

Because you were identified as a supervisor, your responses are NOT confidential and will be shared directly with [=e_firstname]. At the end of the survey, you will find a number of open-ended questions asking for your opinion on this individual's greatest strengths, developmental needs, and additional resources to consider for their professional development. Please be aware that your comments will not be edited. Comments will be passed along directly as written.

You can close out of the survey at any time and return to complete the survey when time permits. However, please be aware that your ratings must be submitted before the survey close date.

Please use the following definitions when responding:

- *Participant*: The person you have been asked to rate on the statements contained in this survey.
- *Organization*: The level at which the individual being rated has authority. This may be, for example, a work unit, division, or an entire agency.
- *Customers*: Anyone who uses or receives the products or services that your organization provides; may include individuals within and outside of your organization.

Participants see:

General Instructions

The OPM Leadership Potential Assessment (LPA) is based on established research and the idea that leadership success is dependent on an individual's ability and desire to lead others. The goal of this assessment is to provide useful feedback to current and future leaders by assessing the competencies and motivational/personal factors related to successful performance in leadership positions throughout the Federal Government.

You are completing the LPA self-assessment to rate the extent to which you exhibit certain leadership behaviors. In responding to the survey, think about yourself across a variety of situations. Please take into consideration how you behave in general. This is not a timed assessment, so please take your time and consider each statement carefully. To ensure accurate results, please respond as honestly as possible. There are no "right" or "wrong" answers, so please select the response that most accurately describes yourself for each statement. Trying to respond in a way you think would be ideal or more acceptable in some way will reduce the accuracy of the feedback you will receive.

You can close out of the survey at any time and return to complete the survey when time permits. However, please be aware that your ratings must be submitted before the survey close date.

Please use the following definitions when responding:

- *Participant*: You are the participant.
- *Organization*: The level at which you have authority. This may be, for example, a work unit, division, or an entire agency.
- *Customers*: Anyone who uses or receives the products or services that your organization provides; may include individuals within and outside of your organization.

Privacy Act Statement

Pursuant to 5 U.S.C. § 552a(e)3), this Privacy Act Statement informs you of why OPM is requesting the information from you.

Authority: OPM is authorized to collect the information requested pursuant to 5 U.S.C. § 4702 – Research Programs.

Purpose: OPM is requesting this information to improve methods in Federal personnel management, workforce effectiveness, and/or agency effectiveness. OPM will use this information to assess the participants' leadership behaviors, identify leadership strengths and challenges, and identify strategies that will help the participants improve their leadership.

Routine Uses: In any public release of survey results, no data will be disclosed that could be used to match your responses with your identity. The information requested may be shared externally as a "routine use" as specified in the system of records notice associated with this collection of information, OPM GOVT-6, Personnel Research and Test Validation Records, [OPM GOVT-6](#).

Consequences of Failure to Provide Information: Providing this information is completely 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.

Public Burden Statement

The public reporting burden to complete this information collection is estimated at **15** minutes per response, including time for reviewing instructions, searching data sources, gathering, and maintaining the data needed, and the completing and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number and expiration date. Send comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden to the Office of Personnel Management, Assessment & Evaluation at Organizational_Assessment@opm.gov. Current information regarding this collection of information – including all background materials -- can be found at <https://www.reginfo.gov/public/do/PRAMain> by using the search function to enter either the title of the collection (Leadership Assessment Surveys), or the **OMB Control Number (3206-0253)**.

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 assessment form without written permission from the Assessment and Evaluation (AE), U. S. Office of Personnel Management. Any such action taken without such permission is unauthorized.

On every page from this page forward, the participant should see:

You are rating: Yourself

Page X

Supervisors, peers, direct reports, and others should see:

You are rating: [=e_firstname] [=e_lastname]

Page X

Shown to supervisors, peers, direct reports, others; not shown to participant:

How long have you worked with the person you are rating?

- 0-3 Months
- 4-6 Months
- 7-12 Months
- 1-3 Years
- More than 3 years

Leadership Competencies

Supervisors, peers, direct reports, others see:

This section assesses the participant's current level of proficiency for 10 leadership competencies contained in the OPM Executive Core Qualifications (ECQ) Leadership Model that are most important to the leadership level immediately above the participant's current position. Please respond as honestly and accurately as possible to ensure the usefulness of the feedback the participant receives.

If you are unable to rate this person on the behavior, select "No Basis to Judge."

Participant sees:

This section assesses your current level of proficiency for 10 leadership competencies contained in the OPM Executive Core Qualifications (ECQ) Leadership Model that are most important to the leadership level immediately above your current position. Please respond as honestly and accurately as possible to ensure the usefulness of the feedback you receive.

If you are unable to rate yourself on the behavior, select "No Basis to Judge."

Accountability

	Participant's Current Proficiency Level					
	Not at All	To a Little Extent	To a Moderate Extent	To a Great Extent	To a Very Great Extent	No Basis to Judge
Ensures that important records are maintained and preserved						
Protects the privacy of employees, customers, and members of the public						
Safeguards assets and maintains inventories of property and equipment						
Reviews employees' progress toward goals on a regular basis						
Sets challenging but realistic deadlines for completing work						
Achieves results within set time frames						
Manages time effectively						

Customer Service

	Participant's Current Proficiency Level					
	Not at All	To a Little Extent	To a Moderate Extent	To a Great Extent	To a Very Great Extent	No Basis to Judge
Anticipates customer needs						
Continuously improves products and services						
Promotes the use of good customer service techniques						

Decisiveness

	Participant's Current Proficiency Level					
	Not at All	To a Little Extent	To a Moderate Extent	To a Great Extent	To a Very Great Extent	No Basis to Judge
Makes sound and timely decisions						
Makes effective decisions, even when data are limited						
Makes decisions that keep projects moving toward completion						

Flexibility

	Participant's Current Proficiency Level					
	Not at All	To a Little Extent	To a Moderate Extent	To a Great Extent	To a Very Great Extent	No Basis to Judge
Adapts to organizational change						
Is open to new ideas and opinions from others						
Changes priorities, when necessary, as situations change						

Integrity/Honesty

	Participant's Current Proficiency Level					
	Not at All	To a Little Extent	To a Moderate Extent	To a Great Extent	To a Very Great Extent	No Basis to Judge
Acts in a fair and ethical manner						
Follows through on commitments and promises						
Encourages ethical behavior						
Inspires trust and confidence						

Interpersonal Skills

	Participant's Current Proficiency Level					
	Not at All	To a Little Extent	To a Moderate Extent	To a Great Extent	To a Very Great Extent	No Basis to Judge
Treats others with courtesy and respect						
Handles interpersonal problems tactfully						
Builds rapport with others						
Develops and maintains cooperative working relationships						

Oral Communication

	Participant's Current Proficiency Level					
	Not at All	To a Little Extent	To a Moderate Extent	To a Great Extent	To a Very Great Extent	No Basis to Judge
Makes convincing oral presentations						
Listens to others and seeks clarification when needed						
Explains complex information clearly						
Ensures that everyone's viewpoint is fully heard						
Encourages open communication among employees						
Informs employees of events that might affect their work						

Problem Solving

	Participant's Current Proficiency Level					
	Not at All	To a Little Extent	To a Moderate Extent	To a Great Extent	To a Very Great Extent	No Basis to Judge
Takes the initiative to solve problems affecting the work of the organization						
Gathers information from relevant sources before generating solutions to problems						
Considers and evaluates alternative courses of action when solving problems						

Resilience

	Participant's Current Proficiency Level					
	Not at All	To a Little Extent	To a Moderate Extent	To a Great Extent	To a Very Great Extent	No Basis to Judge
Works well under pressure						
Recovers quickly from setbacks						
Overcomes obstacles to obtain needed resources						

Written Communication

	Participant's Current Proficiency Level					
	Not at All	To a Little Extent	To a Moderate Extent	To a Great Extent	To a Very Great Extent	No Basis to Judge
Writes convincingly for different audiences						
Writes in a clear and organized manner						
Effectively edits complex or sensitive reports and materials						

Motivational and Personal Factors

Supervisors, peers, direct reports, others see:

This section assesses the motivational and personal factors essential to leadership performance. Please indicate how accurately each statement describes the person you are rating.

Selecting "Neither Disagree nor Agree" means the statement is around 50% accurate. If you are unable to rate this person on the statement, select "No Basis to Judge."

Participant sees:

This section assesses the motivational and personal factors essential to leadership performance. Please indicate how accurately each statement describes you.

Selecting "Neither Disagree nor Agree" means the statement is around 50% accurate. If you are unable to rate yourself on the statement, select "No Basis to Judge."

	Statement accurately describes participant					
	Strongly Disagree	Disagree	Neither Disagree nor Agree	Agree	Strongly Agree	No Basis to Judge
Volunteers for work when opportunities arise.						
Gets excited thinking or talking about what they can accomplish at work.						
Puts in a great deal of effort to make sure the work is done.						
Is passionate about their work.						
Speaks highly of the organization.						
Is proud to work for their agency.						
Is willing to put in a great deal of effort beyond what is expected to help the agency be successful.						

	Statement accurately describes participant					
	Strongly Disagree	Disagree	Neither Disagree nor Agree	Agree	Strongly Agree	No Basis to Judge
Is inclined to take charge of many of the groups or teams they work in.						
Would rather not lead people.						
Enjoys being a leader.						
Enjoys being in charge.						
Usually takes a leadership role when new groups or teams form.						
Consistently strives to improve the way things are done.						
Enjoys convincing others that their ideas have merit, even when others oppose them.						
Will not give up once pursuing a course of action.						
Is always on the lookout for opportunities to make improvements.						
Is often excited to get started on new projects.						
If confronted with a problem, they will not give up until it is solved.						
When they see something going on around them that they don't like, they work to change it.						
Fights for what they believe in.						
Seeks out issues or problems that need to be addressed.						
Initiates changes in their environment.						
Stands up for what they believe in.						
Enjoys convincing others when their views are different.						

This section is only presented to participants:

Motivational and Personal Factors

This sub-set of questions is only presented to participants. Supervisors, peers, direct reports, and others will not respond to these questions.

Please indicate how accurately each statement describes you.

Selecting "Neither Disagree nor Agree" means the statement is around 50% accurate. If you are unable to rate yourself on the statement, select "No Basis to Judge."

	Statement accurately describes participant					
	Strongly Disagree	Disagree	Neither Disagree nor Agree	Agree	Strongly Agree	No Basis to Judge
I am excited about going to work each day.						
I believe I have what it takes to be a leader.						
I want people to view me as a leader.						
It is important for me to have more responsibility for achieving my agency's mission.						
It is important for me to be promoted.						
It is important for me to obtain a higher-level management position at my agency.						
It is important for me to obtain a higher-level management position outside of my agency.						

Motivational and Personal Factors

Supervisors, peers, direct reports, others see:

Please indicate how confident you are in the participant's ability to perform the following tasks if they were at the next leadership level immediately above their current position.

Selecting "Neither Disagree nor Agree" means the statement is around 50% accurate. If you are unable to rate this participant on the statement, select "No Basis to Judge."

Participant sees:

Please indicate how confident you are in your ability to perform the following tasks if you were at the next leadership level immediately above your current position.

Selecting "Neither Disagree nor Agree" means the statement is around 50% accurate. If you are unable to rate yourself on the statement, select "No Basis to Judge."

	Confidence in participant to perform task successfully					
	No Confidence	Low Confidence	Moderate Confidence	High Confidence	Absolute Confidence	No Basis to Judge
Evaluate work unit performance to determine overall effectiveness and efficiency.						
Identify potential problems in subordinate behavior and take appropriate action.						
Review work unit activities, services, or products to ensure they reflect higher management policies.						
Resolve conflicts to reach workable solutions among parties.						
Act as a liaison between subordinates and senior leadership.						
Review work unit products to ensure they comply with stakeholder requirements.						
Give subordinates appropriate authority and discretion to carry out work activities and make decisions.						
Provide constructive feedback, guidance, and reinforcement to subordinates regarding their job performance.						
Provide subordinates with coaching, training, regular guidance, and other career development opportunities.						

	Confidence in participant to perform task successfully					
	No Confidence	Low Confidence	Moderate Confidence	High Confidence	Absolute Confidence	No Basis to Judge
Identify and implement strategies to develop new programs, products, or services.						
Stay up to date on key external trends and events (e.g., political or economic policies) and their impact on the organization.						
Adjust own priorities to assist subordinates with work-related problems.						
Conduct formal performance appraisals.						
Conduct selection interviews to make hiring decisions.						
Make decisions on significant personnel actions.						
Match subordinate interests and abilities to work assignments.						
Provide recognition and rewards for effective performance.						
Schedule work assignments, set priorities, and direct activities of the work unit.						
Inform higher level management of developments within the work unit.						
Gain support of key individuals to ensure goal accomplishment.						
Establish networks with key individuals or groups.						
Coordinate activities with other work units within the agency to accomplish goals or objectives.						
Review work unit policies and procedures to ensure they are consistent with public needs.						
Explain significant goals, activities, policies, and procedures to subordinates.						
Motivate subordinates and peers to accomplish future goals.						
Communicate the organization's mission and vision to subordinates.						
Evaluate and provide written feedback on policy issues to senior leadership.						

Leadership Emergence

	Never	Rarely	Sometimes	Somewhat Often	Often	No Basis to Judge
When this person is in a position to take a leadership role, how often do they seek to be the group/team leader?						
How often has this person assumed a leadership position in a group that was responsible for completing some project or task?						

Overall Effectiveness

	Very Ineffective	Ineffective	Neither Ineffective nor Effective	Effective	Very Effective	No Basis to Judge
Overall, how effective is this person in their current position?						
Overall, how effective would this person be leading a different functional or technical area?						
Overall, how effective would this person be in the next higher position in the organization?						

Comments

What are this individual's greatest strengths in regard to their leadership potential? (No editing of comments will take place. Comments will be passed along directly as written. You may enter up to 1000 characters).

What are this individual's greatest developmental needs in regard to their leadership potential? (No editing of comments will take place. Comments will be passed along directly as written. You may enter up to 1000 characters).

Has this individual previously been given work-assignments to help them prepare for advancement? If so, please list any specific experiences you are aware of, how this person performed, and how they relate to their potential for success at the next level of leadership in the Federal Government.(No editing of comments will take place. Comments will be passed along directly as written. You may enter up to 1000 characters).

This item is only shown to supervisors:

Were there any resources, work assignments, or other experiences you found particularly useful for preparing you to serve in your current leadership position that you would recommend to this individual? If so, please specify. (No editing of comments will take place. Comments will be passed along directly as written. You may enter up to 1000 characters).

Are there any developmental opportunities or resources (e.g., formal classroom trainings, mentoring programs, rotational assignments, leadership literature) this individual should consider to enhance their professional development and help them better understand their potential to succeed at the next level of leadership in the Federal Government? If so, please specify. (No editing of comments will take place. Comments will be passed along directly as written. You may enter up to 1000 characters).