**Leadership Questionnaire**

**Directions for Part A:** Using the following competency matrix, please list in Column A (see below), your top 3 professional strengths. In Column B, list your top 3 professional opportunities for development for success in this position you have applied for.

<table>
<thead>
<tr>
<th>Column A: Greatest Strengths</th>
<th>Column B: Greatest Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>4.</td>
</tr>
<tr>
<td>2.</td>
<td>5.</td>
</tr>
<tr>
<td>3.</td>
<td>6.</td>
</tr>
</tbody>
</table>

Adapting To Change
Alignment With Organization
Ambition
Anticipating Customer Needs
Approachability
Benchmarking Success
Budgeting
Coaching Others
Collaboration With Other Entities
Communicating Purpose
Confidence
Confronting Direct Reports
Creativity
Customer Focus
Decision Making
Delegation
Demonstrating Purpose
Developing Talent
Direct Report Relationships
Efficiency
Emotional Control
External Awareness
Fiscal Management
Handling Difficult Situations
Holding Others Accountable
Influencing
Informing Direct Reports
Informing Supervisors
Initiative
Integrity
Internal Awareness
Leadership Presence
Leading Change
Leading Teams
Learning Ability
Listening
Managing And Measuring Performance
Managing Conflict
Managing Risk
Motivating Others
Non-Verbal Communication
Organization
Organizational Sensitivity
Patience
Peer Relationships
Personal Motivation
Personal/Professional Balance
Planning
Political Savvy
Problem Solving
Project Management
Promoting Diversity
Reading People
Recognizing The Need For Change
Relationship Management
Safety
Self Confidence
Self Development
Sharing Knowledge
Social Responsibility
Strategic Thinking
Stress Management
Team Participation
Time Management
Upper Management Relationships
Verbal Communication
Working Independently
Working With Boards/Councils
Working With Feedback
Working With Teams
Written Communication
Directions for Part B: Please describe why you selected each competency on Part A of this questionnaire (limit 300 words per competency).

Competency #1:
Why:

Competency #2:
Why:

Competency #3:
Why:

Competency #4:
Why:

Competency #5:
Why:

Competency #6:
Why:
Directions for Part C: Below is a list of statements. Read each one carefully, then, using the following scale, decide the extent to which it actually applies to you. Please answer as truthfully as possible.

<table>
<thead>
<tr>
<th>Never</th>
<th>0</th>
<th>Sometimes</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Always</th>
<th>5</th>
</tr>
</thead>
</table>

1. _____ I encourage my team to participate when it comes decision-making time and I try to implement their ideas and suggestions.

2. _____ Nothing is more important than accomplishing a goal or task.

3. _____ I closely monitor the schedule to ensure a task or project will be completed in time.

4. _____ I enjoy coaching people on new tasks and procedures.

5. _____ The more challenging a task is, the more I enjoy it.

6. _____ I encourage my employees to be creative about their job.

7. _____ When seeing a complex task through to completion, I ensure that every detail is accounted for.

8. _____ I find it easy to carry out several complicated tasks at the same time.

9. _____ I enjoy reading articles, books, and journals about training, leadership, and psychology; and then putting what I have read into action.

10. _____ When correcting mistakes, I do not worry about jeopardizing relationships.

11. _____ I manage my time very efficiently.

12. _____ I enjoy explaining the details of a complex task or project to my employees.

13. _____ Breaking large projects into small manageable tasks is second nature to me.

14. _____ Nothing is more important than building a great team.

15. _____ I enjoy analyzing problems.

16. _____ I respect other people's boundaries.

17. _____ Counseling employees I supervise to improve their performance or behavior is second nature to me.

18. _____ I enjoy reading articles, books, and trade journals about my profession; and then implementing the new procedures I have learned.
Directions for Part D: Please answer the following questions below (limit 400 words per question).

Describe yourself.

Describe the position you are a candidate for.

What are you most excited about, if this position is offered to you?

If this position is offered to you, what is your greatest concern?

At the end of the day, how do you know you’ve done a good job?

Describe your ideal work environment.

Describe the strengths and weaknesses of your leadership style.

Why this position, why now? Why are you the right fit for this position? Define is some detail.

If offered this position, what are your biggest upcoming challenges and how do you plan to resolve them?

Please email completed copy to: Kevin.Stiens@spartanburgparks.org as a Word attachment.