

# Self-Evaluation Questionnaire

This is designed to help you decide if the Highways Agency Graduate Leadership Scheme is right for you. This is for your use only; you do not need to submit your answers to us. So be as honest as you can!

Put a score in the box by each question for how you feel about having to cope with each activity. At the end of the questionnaire add up your score total then refer to the 'Score Interpretation'.

<b>'Could handle this'</b>	<b>Score 4</b>
<b>'Could handle this with training'</b>	<b>Score 3</b>
<b>'Would be uncomfortable handling this'</b>	<b>Score 2</b>
<b>'Could not handle this'</b>	<b>Score 1</b>

## Activity Score

- 1) Using your judgement to evaluate available data and to make decisions
- 2) Contributing to making policy
- 3) Working on several projects at a time
- 4) Making decisions which may make you unpopular with your staff for a time
- 5) Attending meetings to brief senior staff
- 6) Reading a large volume of documents and absorbing the content
- 7) Meeting and conversing with people at all levels inside and outside the organisation
- 8) Remaining calm and logical whilst working to tight deadlines and under pressure
- 9) Having to justify your position on a matter, sometimes to those at a senior level
- 10) Building a network of contacts inside and outside the organisation
- 11) Representing the Highways Agency to the public
- 12) Taking responsibility for staff and resources
- 13) Doing your own word processing and information handling on a computer
- 14) Pitching in until the work is done in a crisis
- 15) Having the determination to work through busy times
- 16) Having a productive working relationship with people inside and outside the organisation whether or not you like them
- 17) Motivating staff who are not performing at their best
- 18) Communicating your ideas confidently and persuasively
- 19) Finding creative solutions to problems
- 20) Leading by example and within a framework of values
- 21) Listening to others, picking up salient points and questioning to elicit relevant information
- 22) Conveying a sense of direction and purpose to a team of staff
- 23) Handling change positively and being adaptable in new situations
- 24) Sharing your vision and enthusiasm to influence others
- 25) Setting goals and devising a strategy on how to reach them
- 26) Preparing carefully in advance of events

