

Leadership Skills Self-Evaluation Form

This self-evaluation form is designed to help you assess your leadership capabilities. Please reflect honestly on your skills and fill in the text fields below. This form is formatted for printing.

Employee Information

Employee Name:

Job Title / Role:

Department:

Date of Evaluation:

Leadership Skill Assessment

For each skill, provide a score from 1 to 5 (1 = Needs Improvement, 5 = Outstanding) and write brief supporting notes.

1. Communication

Effectively shares vision, listens actively, and provides clear direction to the team.

Score (1-5):

Comments / Examples:

2. Decision Making

Analyzes situations thoroughly, takes responsibility, and makes timely, informed choices.

Score (1-5):

Comments / Examples:

3. Team Empowerment & Delegation

Trusts team members with responsibilities, provides necessary resources, and supports autonomy.

Score (1-5):

Comments / Examples:

4. Conflict Resolution

Addresses team disagreements constructively, remains objective, and facilitates fair solutions.

Score (1-5):

Comments / Examples:

5. Strategic Thinking & Goal Setting

Aligns daily tasks with long-term vision, sets clear objectives, and anticipates future challenges.

Score (1-5):

Comments / Examples:

Summary and Professional Development Goals

Key Leadership Strengths:

Areas Needing Development:

Actionable Goals for the Next 6 Months:

Signatures

Employee Signature:

Manager Signature: