

**INSTRUCTIONS:**

This inventory contains a series of statements that describe what managers do. Consider each item in relation to the person whose name appears on the front page. Mark the number (1 to 7) to the right of each item which best describes the way he/she behaves as a manager.

To guide you:

- "1" means that the statement is true virtually never, or not at all.
- "4" means that the statement is true about half of the time, or sometimes.
- "7" means that the statement is true virtually always, or without fail.

Of course, you may use the other numbers:

- "3" and "2" to represent varying degrees between sometimes and never.
- "5" and "6" to represent varying degrees between sometimes and always.

Try to complete all statements. Please notice that the statements continue on Page 4, the back cover. There is no time limit. There are no right or wrong answers. Answer as accurately and honestly as you can. If you cannot answer an item, leave it blank.

If you report to the person named on the front page, or are his/her peer, your responses will remain anonymous.

Remember: Mark each statement "1" (never) to "7" (always) based on how accurately you feel it describes the person named on the front page.

This manager:

	Never	Sometimes	Always				
1. Makes sure people know what they are expected to do before they begin.	1	2	3	4	5	6	7
2. Allows individuals to direct their own activities.	1	2	3	4	5	6	7
3. Understands the technical aspects of the work.	1	2	3	4	5	6	7
4. Asks for employee input.	1	2	3	4	5	6	7
5. Clearly communicates the strategy and direction of the unit.	1	2	3	4	5	6	7
6. Makes sure people are properly trained for their jobs.	1	2	3	4	5	6	7
7. Supervises workers closely.	1	2	3	4	5	6	7
8. Organizes and coordinates the work of the unit.	1	2	3	4	5	6	7
9. Tells people when plans change to meet changing demands.	1	2	3	4	5	6	7
10. Encourages people to perform at high levels.	1	2	3	4	5	6	7