

How Are You at Delegating?

How well do you delegate? As a supervisor, answer each question according to your current work structure by circling either a Yes or No response.

Scoring Key: Give yourself one point for each **Yes** answer. A good score is anything above 12.

1. *Yes No I give my employees new tasks, even though they may make a mistake.*
2. *Yes No My employees get promotions at least as frequently as other people with equivalent responsibility in our organization.*
3. *Yes No I very seldom take work home or work late at the office.*
4. *Yes No My operation functions smoothly when I am absent.*
5. *Yes No I spend more time on planning and supervision than working on details.*
6. *Yes No My employees feel they have sufficient authority over personnel, finances, facilities, and other resources.*
7. *Yes No My follow-up procedures are adequate.*
8. *Yes No I don't overrule or reverse decisions made by my employees.*
9. *Yes No I never bypass my employees by making decisions that are part of their jobs.*
10. *Yes No I don't do things that my employees could—and should—be doing.*
11. *Yes No If I were incapacitated for six months, there is someone who could take my place.*
12. *Yes No My key employees delegate well to their own employees.*
13. *Yes No When I return from an absence, there is not a pile of paperwork requiring my action.*
14. *Yes No My employees take initiative in expanding their authority with delegated projects without waiting for me to initiate all assignments.*
15. *Yes No When I delegate, I specify the expected results, not how the tasks are to be done.*