

Management Assessment Survey

Rank yourself as to your ability in the following categories. Read each of the statements below, then place the corresponding number that best represents how you feel about your ability with the task at hand.

- 5 - Outstanding ability, I can teach others how to improve this skill.
- 4 - I am very comfortable performing this task but am always looking to improve.
- 3 - I am fairly comfortable with this task but need to learn more.
- 2 - I understand what this task is but find it difficult to put into action.
- 1 - Help, I have very little ability in this area but need to learn more.
- 0 - I don't have time or don't care about this management task.

RECRUITING _____ SUPERVISION _____ MOTIVATION _____ DEHIRING/FIRING _____

SELECTING THE RIGHT PEOPLE _____ SALES TRAINING _____ COUNSELLING _____

COACHING _____ STRATEGIC (LONG RANGE) PLANNING _____ ADVERTISING _____

MARKETING _____ LISTING PROPERTY _____ SELLING PROPERTY _____

BUSINESS FINANCIAL PLANNING _____ OPERATIONAL (SHORT RANGE) PLANNING _____

RECRUITING

Who is responsible for recruiting in your operation? _____

Do you have written recruiting Goals for your company? Yes ___ No ___

Do you have a written recruiting plan for your company? Yes ___ No ___

If No, why not? _____

If Yes:

How often is the plan reviewed? Daily ___ Weekly ___ Monthly ___ Quarterly ___ ½ year ___ Year ___

What percentage of your sales associates have been with your company less than 6 mos.? ___%

What percentage of your sales associates have been with your company less than 1 year? ___%

What percentage of your sales associates have been with your company less than 2 yrs. ? ___%

What percentage of your time would you estimate is actually spent in the recruiting process? ___%

If someone else is in charge of recruiting for your company, what percentage of their time is devoted to recruiting efforts? ___%