



Board Applicant Self-Assessment

Applicant Name:

Best Phone Number for Contact:

Applicant email:

Date:

Background: AHE has provided this self-assessment because you have applied for consideration as a candidate for the AHE board for term years 2019-2021. The Nominating Committee is gathering additional applicant information with respect to how you personally demonstrate the critical leadership behavioral competencies needed for governing your professional association. There are seven areas of focus. This checklist should take 25-30 minutes to complete. **Be honest in your self-assessment and include examples in the comments for ALL areas you checked “Seldom” or “Almost Always” as to why you rated yourself as you did.**

Instructions:

Please complete this self-assessment by completing the information at the top of the page. Please use the numerical scale provided. “Seldom” would represent a 1 whereas “Almost always” would be a 5. Place an x next to your choice. Please provide comments for items checked “Seldom” and “Almost Always” The information you provide is strictly confidential. The results are shared only with the committee. Please scan and return this form to Erin Horng, AHE Operations Specialist at ehorng@aha.org

Thank you for your commitment to leading AHE!
AHE 2018 Nominations Committee

BE SURE TO INCLUDE EXAMPLES AND COMMENTS FOR ALL AREAS CHECKED SELDOM OR ALMOST ALWAYS

DEVELOPMENT OF OTHER AND SELF- Recognizing the need for continuous self- growth as well as the professional development of others	Seldom (1)	Sometimes (2)	Often (3)	Most of the time (4)	Almost Always (5)
TOTAL POINTS POSSIBLE THIS SECTION 20					
1. I have high expectations of myself high and I work to achieve the standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I admit mistakes and assumes responsibility for failure without blaming others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I apply what I have learned from mistakes and can modify behavior and move forward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I possess the ability and willingness to mentor others in their professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Please explain and provide examples for your responses in order #1-4 below for areas marked Seldom or Almost Always. Please respond in a thoughtful but concise manner in complete sentences.

1. I have high expectations of myself high and I work to achieve the standards

2. I admit mistakes and assumes responsibility for failure without blaming others

3. I apply what I have learned from mistakes and can modify behavior and move forward

4. I possess the ability and willingness to mentor others in their professional development

Office Use Only Points this section:

CONSENSUS BUILDING, RESPECT, RELATIONSHIPS: Promotes a teamwork ethic, encourages participation of others, works toward gaining commitment in the interest of effecting positive change	Seldom (1)	Sometimes (2)	Often (3)	Most of the time (4)	Almost Always (5)
TOTAL POINTS POSSIBLE THIS SECTION 35					
5.. I exhibit respect for others opinions and allow expression of them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I work well with others while moving to mutually beneficial solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I work toward consensus but am willing to make tough decisions in a fair manner for the good of the whole and will publically support a majority decision even when I disagree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I do not blame others and I will work toward a win-win solution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I exhibit appropriate behaviors during conflict and express my differences of opinion with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I demonstrate consistent follow up on commitments and obligations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I approach diversity issues with respect and decorum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Please explain and provide examples for your responses in order #5-11 below for areas marked Seldom or Almost Always. Please respond in a thoughtful but concise manner in complete sentences.

5.. I exhibit respect for others opinions and allow expression of them

6. I work well with others while moving to mutually beneficial solutions

7. I work toward consensus but am willing to make tough decisions in a fair manner for the good of the whole and will publically support a majority decision even when I disagree

8. I do not blame others and I will work toward a win-win solution

9. I exhibit appropriate behaviors during conflict and express my differences of opinion with respect

10. I demonstrate consistent follow up on commitments and obligations

11. I approach diversity issues with respect and decorum

Office Use Only Points this section:

ORGANIZATIONAL REPRESENTATION: My behaviors illustrate positive, professional representation of an organization	Seldom (1)	Sometimes (2)	Often (3)	Most of the time (4)	Almost Always (5)
TOTAL POINTS POSSIBLE THIS SECTION 30					
12. I stay well informed on national healthcare issues, trends and standards and their strategic impact on healthcare and environmental services and the clinical environment of care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I have the ability to anticipate changes in the field and can articulate the potential impact on the profession and delivery of environmental services delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. I am a strategic thinker with ability to provide guidance to shape the direction and the future of the organization and the profession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I can communicate clearly and passionately to inspire others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. My actions speak to support of the organizational goals and strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. I attend meetings prepared for thought provoking discussions and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Please explain and provide examples for your responses in order #12-17 below for areas marked Seldom or Almost Always. Please respond in a thoughtful but concise manner in complete sentences.

12. I stay well informed on national healthcare issues, trends and standards and their strategic impact on healthcare and environmental services and the clinical environment of care.

13. I have the ability to anticipate changes in the field and can articulate the impact on the profession and delivery of environmental services delivery

14. I am a strategic thinker with ability to provide guidance to shape the direction and the future of the organization and the profession

15. I can communicate clearly and passionately, inspiring others

16. My actions speak to support of the organizational goals and strategies

17. I attend meetings fully prepared for thought provoking discussions and questions

Office Use Only Points this section:

CHANGE MANAGEMENT: Inspires confidence and call to action to implement and support change	Seldom (1)	Sometimes (2)	Often (3)	Most of the time (4)	Almost Always (5)
TOTAL POINTS POSSIBLE THIS SECTION 20					
18. I am open to new ideas, information, open to change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. I can accept change and adapt quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. I elicit confidence that change is positive and possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. I am a critical thinker that can identify potential change opportunities and impacts/challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Please explain and provide examples for your responses in order #18-21 below for areas marked Seldom or Almost Always. Please respond in a thoughtful but concise manner in complete sentences.

18. I am open to new ideas, information, open to change

19. I can accept change and adapt quickly

20. I elicit confidence that change is positive and possible

21. I am a critical thinker that can identify potential change opportunities and impacts/challenges

Office Use Only Points this section:

DECISION MAKING: Makes steadfast data and fact based recommendations and decisions that illustrate the long and short term interests of the organization	Seldom (1)	Sometimes (2)	Often (3)	Most of the time (4)	Almost Always (5)
TOTAL POINTS POSSIBLE THIS SECTION 35					
22. I consult with others in gathering facts for discussions and decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. I gather and incorporate information that is relevant to the decision making process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. I am reflective of how my decisions will affect others (including my staff) in the short and long term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. I will encourage a decision for the right reasons because it is the respectable thing to do, even if unpopular (Courage to stand alone)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. AHE will be first over personal interests or personal/professional goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. I am willing to take calculated, informed risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. I can publically support unpopular decisions for the good of the whole.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Please explain and provide examples for your responses in order #22-28 below for areas marked Seldom or Almost Always. Please respond in a thoughtful but concise manner in complete sentences.

22. I consult with others in gathering facts for discussions and decisions

23. I gather and incorporate information that is relevant to the decision making process

24. I am reflective of how my decisions will affect others (including staff) in the short and long term

25. I will encourage a decision for the right reasons because it is the respectable thing to do, even if unpopular (Courage to stand alone)

26. AHE will be first over personal interests or personal/professional goals

27. I am willing to take calculated, informed risks

28. I can publically support unpopular decisions for the good of the whole.

Office Use Only Points this section:

FINANCIAL MANAGEMENT:	Seldom (1)	Sometimes (2)	Often (3)	Most of the time (4)	Almost Always (5)
TOTAL POINTS POSSIBLE THIS SECTION 15					
29. I demonstrate understanding of financial planning and management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. I demonstrate the connection between strategy, allocation of financial and human resources and business decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Includes financial consequences when making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Please explain and provide examples for your responses in order #29-31 below for areas marked Seldom or Almost Always. Please respond in a thoughtful but concise manner in complete sentences.

29. I demonstrate understanding of financial planning and management

30. I demonstrate the connection between strategy, allocation of financial and human resources and business decisions

31. Includes financial consequences when making decisions

Office Use Only Points this section:

COMMUNICATION:	Seldom (1)	Sometimes (2)	Often (3)	Most of the time (4)	Almost Always (5)
TOTAL POINTS POSSIBLE THIS SECTION 35					
32. I communicate ideas and information and expectations clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. I encourage questions and constructive comments after expressing my ideas, comments etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. I am willing to actively listen to others before offering comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. I am willing and able to adapt communication style based on environment, audience to make others comfortable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. I know how to maximize available time to communicate messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. I am willing to engage in high stakes communication while maintaining my poise even if discussion becomes adversarial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. I project credibility, use facts and do not let my emotions get the better of me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Please explain and provide examples for your responses in order #32-38 below for areas marked Seldom or Almost Always. Please respond in a thoughtful but concise manner in complete sentences.

32. I communicate ideas and information and expectations clearly

33. I encourage questions and constructive comments after expressing my ideas, comments etc.

34. I am willing to actively listen to others before offering comments

35. I am willing and able to adapt communication style based on environment, audience to make others comfortable

36. I know how to maximize available time to communicate messages

37. I am willing to engage in high stakes communication while maintaining my poise even if discussion may be disagreeable.

38. I project credibility, use facts and do not let my emotions get the better of me.

Office Use Only
Points this section:

**Office Use Only
Total Points**