



## Board Applicant Self-Assessment

**Applicant Name:**

**Phone Number:**

**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 2021-2023. 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. Click the button for 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, at [ehorng@aha.org](mailto:ehorng@aha.org)

Thank you for your commitment to leading AHE!

AHE 2020 Nominations Committee

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



<b>DEVELOPMENT OF OTHER AND SELF- Recognizing the need for continuous self- growth as well as the professional development of others</b>  <b>TOTAL POINTS POSSIBLE THIS SECTION: 20</b>  <b>POINTS RECEIVED:</b>	<b>Seldom</b>  <b>(1)</b>	<b>Sometimes</b>  <b>(2)</b>	<b>Often</b>  <b>(3)</b>	<b>Most of the time</b>  <b>(4)</b>	<b>Almost Always</b>  <b>(5)</b>
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.					

**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 using complete sentences.**



<b>CONSENSUS BUILDING, RESPECT, RELATIONSHIPS:</b> Promotes a teamwork ethic, encourages participation of others, works toward gaining commitment in the interest of effecting positive change  <b>TOTAL POINTS POSSIBLE THIS SECTION: 35</b>  <b>POINTS RECEIVED:</b>	<b>Seldom</b>  <b>(1)</b>	<b>Sometime</b>  <b>(2)</b>	<b>Often</b>  <b>(3)</b>	<b>Most of the time</b>  <b>(4)</b>	<b>Almost Always</b>  <b>(5)</b>
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.					

**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 using complete sentences.**





<b>ORGANIZATIONAL REPRESENTATION:</b> My behaviors illustrate positive, professional representation of an organization  <b>TOTAL POINTS POSSIBLE THIS SECTION: 30 POINTS</b>  <b>RECEIVED:</b>	<b>Seldom</b>  <b>(1)</b>	<b>Sometime:</b>  <b>(2)</b>	<b>Often</b>  <b>(3)</b>	<b>Most of the time</b>  <b>(4)</b>	<b>Almost Always</b>  <b>(5)</b>
12. I stay well informed on national health care issues, trends and standards and their strategic impact on health care and environmental services and the clinical environment of care.					
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.					
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 to inspire others					
16. My actions speak to support of the organizational goals and strategies					
17. I attend meetings prepared for thought provoking discussions and questions					

**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 using complete sentences.**





<b>CHANGE MANAGEMENT:</b> Inspires confidence and call to action to implement and support change  <b>TOTAL POINTS POSSIBLE THIS SECTION: 20</b>  <b>POINTS RECEIVED:</b>	<b>Seldom</b>  <b>(1)</b>	<b>Sometimes</b>  <b>(2)</b>	<b>Often</b>  <b>(3)</b>	<b>Most of the time</b>  <b>(4)</b>	<b>Almost Always</b>  <b>(5)</b>
18. I am open to new ideas, information, and 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.					

**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 using complete sentences.**



<b>DECISION MAKING:</b> Makes steadfast data and fact based recommendations and decisions that illustrate the long and short term interests of the organization  <b>TOTAL POINTS POSSIBLE THIS SECTION: 35</b>  <b>POINTS RECEIVED:</b>	<b>Seldom</b>  <b>(1)</b>	<b>Sometimes</b>  <b>(2)</b>	<b>Often</b>  <b>(3)</b>	<b>Most of the time</b>  <b>(4)</b>	<b>Almost Always</b>  <b>(5)</b>
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 my 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.					

**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 using complete sentences.**







<b>FINANCIAL MANAGEMENT:</b>	<b>Seldom</b>	<b>Sometimes</b>	<b>Often</b>	<b>Most of the time</b>	<b>Almost Always</b>
<b>TOTAL POINTS POSSIBLE THIS SECTION: 15</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
<b>POINTS RECEIVED:</b>					
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.					

**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 using complete sentences.**



<b>COMMUNICATION</b>	<b>Seldom</b>	<b>Sometimes</b>	<b>Often</b>	<b>Most of the time</b>	<b>Almost Always</b>
<b>TOTAL POINTS POSSIBLE THIS SECTION: 35</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
<b>POINTS RECEIVED:</b>					
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 becomes adversarial.					
38. I project credibility, use facts and do not let my emotions get the better of me.					

**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 using complete sentences.**



**TOTAL POINTS  
RECEIVED:**