

ARE YOU A (LEVEL 3) FIRST LINE MANAGER

This exercise is designed to check out which level of qualification is appropriate for you. Simply answer the 17 questions using the descriptors here.



ENTER

- 0 This doesn't describe me at all
- 1 This is not a good description of me
- 2 This is a fair description of me
- 3 This is an exact description of me

| | YOUR SCORE HERE |
|--|-----------------|
| Being a first line manager (team leader, supervisor, etc) is your primary or most important job, although you may also do the same work as team members | |
| You and/or your team and/or your line manager regard you as being slightly apart from the team you lead | |
| You spend only part of your time in similar types of tasks as the rest of the team | |
| You ensure that tasks are allocated to team members | |
| You are responsible for ensuring that team members are competent to do the tasks allocated to them, and for identifying any training and development needs they have | |
| You are expected to make decisions (within limits) that may have a limited impact on the organisation's costs, such as agreeing or recommending overtime or new suppliers | |
| You get involved in planning activities for the next few months, but rarely for period beyond a year ahead | |
| If you were concerned about an employee's behaviour or performance, you would formally warn the person, and notify your line manager | |
| You get asked to advise on decisions in relation to appointments of new team members | |
| You feel you have some (possible limited) autonomy or freedom to make decision about how your team works | |
| You are responsible for advising on quality standards, ensuring that quality standards are met and leading team members in seeking ways to improve quality | |
| You are expected (by team members and/or your line manager) to be aware of (or find out about) developments going on within the organisation that may affect your team's activities in the longer term | |
| You are expected to be able to recognise or resolve many straightforward operational problems, because of your experience or technical competence, and to deal with most problems that arise with customers or suppliers | |
| You are expected to be able to judge whether or not your manager needs to be informed about operational, customer or supplier problems, or whether you are able to resolve them yourself | |
| You sometimes get asked to join project teams, or work with such teams, to make changes in your area of activity | |
| You are consulted about budgets, but decisions about them are kept largely in the hands of your line manager | |
| You are given only limited control over a budget for your area of activity, on which you have to report regularly | |

Check your scores here

Where you have tended to score mainly threes and some twos, then this is most likely to be the correct level for you.

With a score of mainly 2s and some 1s or 0s, you should try out the questions or the next level up or down, as seems appropriate. To decide whether the level is up or down, look at scores of 0 or 1 and ask yourself why you gave that score - this should make it clear to you whether the level is too high or too low. Look for the level which gives the highest score - this is the most appropriate for you.

Where your score is mainly noughts and ones you are almost certainly a higher or lower level, so try out the appropriate questions to confirm this.