

What Makes a Good Boss?

Many thanks for taking the time to complete this short survey where we are trying to ascertain your views about what qualities, attitudes and behaviours are needed to be a good boss. We really value your honest feedback about your experience in reporting to a boss and/or being a boss who manages one or more people. Your response will remain strictly confidential.

We are planning to use the collated feedback of all the responses as a background for a how-to book for people who manage staff. To this end, we are keen to hear about people's actual experiences. Please do not name your boss.

Q1. Are you

Male

Female

Q2. Are you aged

< 19 years

between 20 and 49 years

between 49 and 64 years

Q2A If you know how old your boss is, please write their age in the space provided.

_____ years

Q3. In your usual job, are you a boss (ie you are directly responsible for supervising one or more people?)

Yes, go to Question 3A

No, go to Question 4

Q3A If you are a boss, how many direct reports do you have? _____

Q3B Are you direct reports mostly aged:

< 19 years

between 20 and 49 years

between 49 and 64 years

Q3C In your view, what are the most challenging aspects of being a boss in today's world?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Q3D What training, if any, have you received to help you to effectively manage staff?

Please list any courses and the qualifications obtained.

Course	Qualification if awarded	Institution

Q4. From your own work experience, what qualities do you think are required to be a good boss?

	Yes	Uncertain	No
Inspires staff by sharing the company vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps staff in the dark and gives information on a “need to know basis”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calmly gives clear easy- to- understand instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is demanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets reasonable deadlines for work to be completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suddenly changes priorities and/or deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explains why when deadlines and priorities need to change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is respected amongst others in their profession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps their cool under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loses their temper under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is flexible about working hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows employees to get on with the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspires staff to realise their ambitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands the workload, challenges and the time it takes to do my job properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Closely supervises every piece of work at all stages to ensure that errors are prevented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expects employees stay late to finish urgent work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivates staff to go “above and beyond”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Readily shares knowledge and expertise with staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourages staff to think outside the square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supports staff to adopt the corporate culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gives constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Only notices errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognises achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rewards favourites among staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is supportive – you know you could approach your boss about a personal issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focuses on results rather than hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Involves the staff in making decisions that impact the team as a whole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blames the staff for errors even when the boss is to blame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treats all direct reports equally and fairly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creates opportunities for staff to develop new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honest, doesn't sugar-coat the truth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good communicator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deals directly with difficult situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to hear/consider different opinions about work related issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to be challenged about their reasons for making particular decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appears to be very organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes all the credit for the success of the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remembers everyone's birthday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expects people to work when they are sick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q5. From your own experiences, tell us a little about the some of the things that a good boss does or says.
Give three examples if possible (eg let's us go home early when there is a long weekend)

1.

2.

3.

Q6. Again, drawing on your own experiences, please list some examples of things a bad boss might do or say.
Please give three examples if possible (eg told me I would never be worthy of promotion no matter how hard I worked)

1.

2.

3.

Q7. If you could choose your boss, who would you choose and why

Name of ideal boss: _____

Reasons for choice

1.

2.

3.

Thank you for your assistance.