

APPENDIX 3.1

INDICATORS OF POTENTIAL EFFICIENCY OF EMPLOYEES

| | <u>Remark-</u> <u>able</u> | <u>Above</u> <u>Average</u> | <u>Average</u> | <u>Below</u> <u>Average</u> | <u>Poor</u> |
|---|-------------------------------|--------------------------------|----------------|--------------------------------|-------------|
| 1. Disposal of work..... | _____ | _____ | _____ | _____ | _____ |
| 2. Ability to foresee difficulties/ problems in work..... | _____ | _____ | _____ | _____ | _____ |
| 3. Tendency to seek others' indulgence in one's work..... | _____ | _____ | _____ | _____ | _____ |
| 4. Accuracy in work.... | _____ | _____ | _____ | _____ | _____ |
| 5. Independence in doing one's own work..... | _____ | _____ | _____ | _____ | _____ |
| 6. Getting along with colleagues..... | _____ | _____ | _____ | _____ | _____ |
| 7. Ability to discriminate between what is important and what is not, what is urgent and what is not..... | _____ | _____ | _____ | _____ | _____ |
| 8. Knowledge of his own superior's work and responsibilities..... | _____ | _____ | _____ | _____ | _____ |
| 9. Desire to be of help to the superior in his work..... | _____ | _____ | _____ | _____ | _____ |
| 10. Possession of job related information.. | _____ | _____ | _____ | _____ | _____ |
| 11. Providing work-related references as and when required..... | _____ | _____ | _____ | _____ | _____ |

| | <u>Remark-</u> <u>able</u> | <u>Above</u> <u>Average</u> | <u>Average</u> | <u>Below</u> <u>Average</u> | <u>Poor</u> |
|---|-------------------------------|--------------------------------|----------------|--------------------------------|-------------|
| 12. Capacity to understand responses and reactions of superiors and subordinates..... | _____ | _____ | _____ | _____ | _____ |
| 13. Ability to perceive potentially problematic issues and situations..... | _____ | _____ | _____ | _____ | _____ |
| 14. Ability to explain one's own point and/or stand..... | _____ | _____ | _____ | _____ | _____ |
| *15. Ability to make assessment of the situation and adjusting one's working to it..... | _____ | _____ | _____ | _____ | _____ |
| 16. Ability to understand the point beyond which one cannot progress in work without guidance/help..... | _____ | _____ | _____ | _____ | _____ |
| 17. Possessing knowledge of the subject matter of one's job..... | _____ | _____ | _____ | _____ | _____ |
| 18. Capacity to work objectively..... | _____ | _____ | _____ | _____ | _____ |
| 19. Taking care of emergencies..... | _____ | _____ | _____ | _____ | _____ |
| 20. Ability to organise work so as to be able to pass it on to the successor easily..... | _____ | _____ | _____ | _____ | _____ |

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