

POTENTIAL ASSESSMENT FORM

Name : _____ Age: _____

Present Position : _____

Division/Service: _____

Nominated for: _____

(Course Title)

Instruction: Rate the potential of the candidate using the equivalent Point Scores.

Excellent	=	5
Very Good	=	4
Good	=	3
Fair	=	2
Poor	=	1

Afterwhich, add all the scores and divide the sum by the total number of items scored. Multiply the quotient by 5% (weight for Supervisor Potential Assessment) to get the equivalent point score for potential.

I. HUMAN RELATIONS

POINT SCORE

A. Ability to adapt/ adjust to the organization

1. Is he/she able to adjust to the working Environment in the organization? _____

B. Ability to relate with superiors

1. How well does he/she respond to your Requests, work demands and expectations? _____

C. Ability to relate with peers in his/ her Unit

1. Is he/she accepted and respected by his peers? _____
2. Does he/she help his/her peer in resolving Problems? _____

D. Ability to deal with the clientele or personnel outside of his/ her Unit

1. Does he/she show enthusiasm in providing Assistance to other personnel? _____

II. LEADERSHIP

1. Is he/she able to encourage his/her peers and/or subordinates to participate in problem solving and decision making? _____

III. WORK ORGANIZATION

1. Is he/she well-organized or systematic in his/her work? _____

IV. REACTION TO PRESSURE

1. Can he/she work effectively even under pressure, conflict of priorities and with existing work environment? _____

2. Is he/she able to control negative emotions? _____

3. Does he/she accept criticisms objectively? _____

V. DEDICATION TO WORK

1. Does he/she cooperate for rush projects or special assignments? _____

VI. RESOURCEFULNESS AND INITIATIVE

1. Can he/she accomplish assignments without close Supervision? _____

2. Does he/she seek for additional assignments or offer His/her help to others after completing his/her work? _____

VII. INTEREST IN THE ORGANIZATION

1. Does he/she support new systems or procedures that Promote work efficiency? _____

TOTAL _____

Equivalent Point [(Total/items) x .05] _____

Rated by:

Concurred by:

Immediate Supervisor

Next Higher Supervisor

Date: _____