

POTENTIAL CRITERION FOR FIRST LEVEL POSITION

Name of candidate/employee : _____
 Position to be filled up : _____
 Department/Unit : _____

Instructions to the Requisitioning Supervisor: Below is a rating scale to aid you in assessing candidate's capability to assume and perform higher duties and responsibilities. Please encircle a number you feel the candidate deserves. The rating are as follows:

- 4- Outstanding 2- Satisfactory
- 3- Very Satisfactory 1- Unsatisfactory

EMPLOYEE'S CAPABILITY

CRITERIA

R A T I N G

I. Leadership potential-means the ability to lead a group in order to attain the goals/objectives of an organization by having:

o sound judgment	4	3	2	1
o analytical mind		4	3	2
o the ability to motivate-co workers		4	3	2
o unifying factors		4	3	2
o vision/foresight		4	3	2

II. Resourcefulness – means the ability to meet difficult situations and devise ways and means to resolve issues and concerns

4	3	2	1
---	---	---	---

III. Creativity/Ingenuity – means being Imaginative

4	3	2	1
---	---	---	---

 Signature of Rater over Printed Name

 Date

 Designation