

## **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: \_\_\_\_\_