

Annex "B"

Assessment Form No. 2

POTENTIAL

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

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

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

I. LEADERSHIP – means the ability to lead a group in order to attain the goals/objectives of the organization through:	RATING			
	4	3	2	1
- Sound judgment	4	3	2	1
- Analytical mind	4	3	2	1
- Being a motivating factor	4	3	2	1
- Being a unifying factor	4	3	2	1
- Having vision/foresight	4	3	2	1
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 creative and imaginative.	4	3	2	1

Signature of Rater over Printed Name

Date

Designation