

POTENTIAL CRITERION FOR FIRST LEVEL POSITION

Name of candidate employee: _____

Position to be filled up: _____

Department/unit: _____

Instructions to the Requisitioning Supervisor: The potential criterion in the ranking system is equivalent to 10% and is divided into two A) Employee's Capability and B) Written Examination. 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 as you go along with the interview. The ratings are as follows:

4 – Outstanding

3 – Very Satisfactory

2 – Satisfactory

1 – Unsatisfactory

A. EMPLOYEE'S CAPABILITY: 5%

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				
- Sound judgment	4	3	2	1
- Analytical mind	4	3	2	1
- The ability to motivate co-workers	4	3	2	1
- Unifying factor	4	3	2	1
- 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 Imaginative	4	3	2	1

B. WRITTEN EXAMINATION: 5%

The written examination shall be conducted by the Selection and Hiring Section
Personnel Services Division

Signature of Rater over Printed Name

Date

Designation