

POTENTIAL ASSESSMENT FORM (PA)
(To be accomplished by the Supervisor)

NAME: ANTONETH DIAZ AGE: 25
PRESENT POSITION: ACCOUNTING CLERK SALARY: ₱ 13,000.00
OFFICE/DEPARTMENT: _____
CONSIDERED TO THE POSITION OF: ADMINISTRATIVE OFFICER I

Instruction:

As the immediate supervisor of the candidate, you are to rate him/her on certain factors concerning human relations, leadership and personal attributes which would indicate the potential of an individual to perform not only the duties of the position to be filled but also those of higher and more responsible positions. Base your rating on the following levels of standards with their corresponding point score.

LEVEL		POINT SCORE
Excellent	-a standard of performance which could not be improved by any circumstances or conditions	5
Good	-a standard performance above the average and meets all Normal requirements of the position	4
Average	-a standard of performance that meets the normal requirements of the position	3
Fair	-a standard of performance which is below the normal requirements of the position, but one may be regarded as marginally or temporarily acceptable	2
Poor	-a standard or performance regarding unacceptable for the Position	1

I. HUMAN RELATIONS

1. Ability to adopt/adjust to the organization
 - 1.1 Is he able to adjust to the variety of personalities, rank and Informal groups present in the organization? 5
 - 1.2 Does he internalize/work changes with ease and vigor? 5
2. Ability to Relate to Superiors
 - 2.1 How does he respond to your requests, demands, and expectations? 4
 - 2.2 Does he appraise you of the significant problems in his work their causes to correct them? 4
 - 2.3 In the face of difference in behavior between him and you, can he maintain in his individual point of view? 5
3. Ability to interface with peers
 - 3.1 Does he behave the respect and acceptance of his peers? 5
 - 3.2 Does he try to help his peers in clarifying points they are trying to solve? 5

4. Ability to Deal with the Clientele/Public
- 4.1 Is he always cordial and respectful in dealing with transacting public? 5
- 4.2 Does he show enthusiasm in providing the clients public the necessary advice and assistance they sought for? 5
5. Leadership ability
- 5.1 Is he able to encourage his peers and subordinates to contribute and participate in problem-solving and decision-making? 5
- 5.2 Can he influence your thinking attitude and behavior and that of his peers? 5
- 5.3 When assigned with adhoc external groups, does he lead the members to do willingly the assigned tasks/projects? 5
- 5.4 When assigned to be a leader/chairman of the working group, does he assume responsibility for the work of the other members? 5

II. PERSONAL QUALIFICATION AND ATTRIBUTES

1. Integrity and Innovativeness
- 1.1 Is he intellectually critical of existing standards, system And policies? 5
- 1.2 Does he take the initiative to organize or develop programs systems, procedures and standards that will benefit the organizations? 4
2. Stress Tolerance
- 2.1 Does he have a high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflict, etc? 4
- 2.2 Is he able to control and handle his anger and negative emotions? 4
- 2.3 Does he accept criticism objectively whether from his subordinates, peers or superiors? 5
3. Decisiveness
- 3.1 When you seek help from him in solving problems, does he submit considered analysis of alternatives and recommend suggestions for solutions? 5
- 3.2 When he need to make a decision immediately, is he able to act quickly and make sure the best decisions possible? 5

TOTAL POINT SCORE

95

Rated by:

Supervisor/Chief of Office

JOY KARREY DUTON | Sr. Accounting Officer
Designation/Position Title