APPENDIX-1

PERFORMANCE STANDARD INVENTORY FOR THE CLERICAL PERSONNEL

This inventory consists of some statements showing the work behaviour or performance of clerical personnel in general.

Against each statement there are five alternatives given ranging from "rarely" to "always". These terms mean:

"Rarely" is used when the behaviour referred to in the statement has occurred once in a while.

"Sometimes" indicates a conscious effort occasionally.

"Average" refers to an effort which is quite evident though not consistent.

"More often" denotes a behaviour which is almost regular but is not a second nature.

"Always" means that the behaviour is seen consistently, i.e. without exceptions.

Instructions for filling the Form

A separate form is to be used for each supervisor. Once a form is taken for Mr. X (let us say) it should be completed for Mr. X in all respects. It is expected that after another person is taken for opinions there should not be reference made to earlier form(s) filled.

Observed behaviour is to be indicated by making under appropriate heading a mark like ( ) this.

It is expected that the form should be filled in the same sitting.
1. Does he properly understand and carry out instructions received from his superiors? ( ) ( ) ( ) ( ) ( ) ( )

2. Does he show initiative in doing his job? ( ) ( ) ( ) ( ) ( ) ( )

3. Does he do his job satisfactorily without demanding too much detailed instructions from his superior? ( ) ( ) ( ) ( ) ( ) ( )

4. Does he show responsibility in doing the job? ( ) ( ) ( ) ( ) ( ) ( )

5. Does he finish his job in time? ( ) ( ) ( ) ( ) ( ) ( )

6. When he finishes his job do you have to check it again? ( ) ( ) ( ) ( ) ( ) ( )

7. Is he accurate and neat in his job? ( ) ( ) ( ) ( ) ( ) ( )

8. Does he have sound knowledge of the work he is doing? ( ) ( ) ( ) ( ) ( ) ( )

9. Does he understand and follow new methods (if any) easily? ( ) ( ) ( ) ( ) ( ) ( )

10. All in all, does he show satisfactory performance? ( ) ( ) ( ) ( ) ( ) ( )