## APPENDIX D

### JOB EFFICIENCY RATING TOOL

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Poor</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

### I WORK KNOWLEDGE

1) Knowledge of the procedures and Regulations within the range of his present work

2) Ability and willingness to acquire fresh knowledge when assigned new duties or unfamiliar assignments

3) Facility in expressing ideas both orally and in writing

### II WORK PERFORMANCE

1) Output

2) Throughness in work

3) Accuracy of facts and figures
iv) Neatness in presentation and execution of work.

v) Degree of dependability for doing any given assignment within the scheduled time with due adaptability for working under pressure.

TOTAL

&

III PERSONAL TRAITS

i) Health, energy and stamina

ii) Attitude and enthusiasm towards job

iii) Co-operation with others

iv) Amenability to discipline

v) Punctuality in attendance

vi) Conscientious application to work

TOTAL

GRAND TOTAL