Appendices
Instructions:

We are interested in knowing your views about yourself in regard to the following:

1. What you actually are, and
2. What qualities are required for doing your job well.

(I) Actual-Own:

Your first task is to give a list of ten qualities/attributes of your's actual-self i.e. the qualities which you think you actually have. Please think about yourself and write your qualities in the column given below. To help you to know that you have listed all the qualities, Sr. Nos. from 1 to 10 are given in the left hand margin.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Qualities/Attributes</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td>1.</td>
<td></td>
<td>1  2  3  4</td>
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<td>2.</td>
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<td>1  2  3  4</td>
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<td>3.</td>
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<td>4.</td>
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<td>10.</td>
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Having listed the qualities/attributes, your next task is to indicate, how much each of the listed qualities you think you have. This can be indicated by encircling one of the numbers given against each quality/attribute. Please note that, encircling number 1, indicates that you slightly possess the quality.
(II) Qualities of Job Incumbent:

You may be aware of the fact that there are certain qualities which if found in a person makes him ideally suited person for the job.

An ideally suited person is the person who has characteristics that enable him to be regarded as efficient and effective in meeting his/her responsibilities, and also to enjoy his job.

You have to write below, the qualities which you think are ideally needed for fulfilling the kind of responsibilities you have and to be happy. Also rate the extent to which each quality is important for better performance of the job and also for your happiness.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Qualities</th>
<th>Rating</th>
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<td></td>
<td>Important a little (Better to have)</td>
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<td>1.</td>
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<tr>
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<td>10.</td>
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</table>
In each of the following sets of three statements, tick the one (a, b or c) that most accurately describes your own experience in your organisational role. Choose only one statement in each set.

1. a- My role is very important in this organisation. I feel central here.
b- I am doing useful and fairly important work
c- Very little importance is given to my role in this organisation, I feel peripheral here.

2. a- My training and expertise are not fully utilised in my present role.
b- My training and knowledge are not used in my present role.
c- I am able to use my knowledge and training very well here.

3. a- I have little freedom in my role. I am only an errand here.
b- I operate according to the direction given to me.
c- I can take initiative and act on my own in my role.

4. a- I am doing usual, routine work in my role.
b- In my role I am able to use my creativity and do something new.
c- I have no time for creative work in my role.

5. a- No one in the organisation responds to my ideas and suggestions.
b- I work in close collaboration with some other colleagues.
c- I am alone and have almost no one to consult in my role.

6. a- When I need some help, none is available.
b- Whenever I have a problem, others help me.
c- I get very hostile responses when I ask for help.

7. a- I regret that I do not have the opportunity to contribute to society in my role.
b- What I am doing in my role is likely to help other organisations or society.
c- I have the opportunity to have effect on the large society in my role.

8. a- I contribute in some decisions.
b- I have no power here.
c- My advice is accepted by my seniors.

b- I am slowly forgetting all that I learnt (My professional knowledge)
c- I have tremendous opportunities for professional growth in my role.

10. a- I dislike being bothered with problems.
b- When a subordinate brings a problem to me, I help find a solution.
c- I refer the problem to my boss or to some other person.
11. a- I feel quite central in the organisation.
b- I think I am doing fairly important work.
c- I feel I am peripheral in this organisation.

12. a- I do not enjoy my role.
b- I enjoy my role very much.
c- I enjoy some parts of my role and not others.

13. a- I have little freedom in my role.
b- I have great deal of freedom in my role.
c- I have enough freedom in my role.

14. a- I do a good job according to a pre-decided schedule.
b- I am able to be innovative in my role.
c- I have no opportunity to be innovative or to made something creative.

15. a- Others in the organisation see my role significant to their work.
b- I am a member of a task force or a committee.
c- I do not work on any committee.

16. a- Hostility rather than cooperation is evident here.
b- I experience enough mutual help here.
c- People operate more in isolation here.

17. a- I am able to contribute to the company in my role.
b- I am able to serve the larger parts of society in my role.
c- I wish I could do some useful work in my role.

18. a- I am able to influence relevant decisions.
b- I am sometimes consulted on important matters.
c- I cannot make any independent decisions.

19. a- I learn a great deal in my role.
b- I learn a few new things in my role.
c- I am involved in routine or unrelated activities and have learned no thing.

20. a- When people bring problems to me, I tend to ask them to work it out themselves.
b- I dislike being bothered with interpersonal conflicts.
c- I enjoy solving problems related to my work.