APPENDICES

Appendix A

JOB PERFORMANCE SCALE
(Task performance)

Instruction: Given below are certain items related to your/your subordinate’s performance at the workplace. Please read the items and their related explanation carefully and rate your performance on a 7-point scale (as per the rating key given below) on each of the items by putting the appropriate scale value in every box.

Rating Key:
1. Poor performance
2. Satisfactory performance under guidance
3. Satisfactory performance
4. Good performance
5. Very good performance
6. Outstanding performance
7. Exceptionally outstanding performance

1. Job knowledge (theoretical and practical aspects of own and related jobs)

2. Planning (having vision and foresight, ability to forecast and to make good use of resources)

3. Communication (lucid in written and verbal expression with effective presentation)

4. Work output (quantity of work done)

5. Quality standards (accuracy, neatness, consistency in maintaining quality standards)
6. **Speed of work** (actual time taken for execution of the job as per quality standards against the expected time)

7. **Judgment and decision making** (quickness in weighing alternatives and take the correct decision without hesitation)

8. **Imagination and creativity** (original thinking, generating new ideas for improving the existing systems, methods and procedures)

9. **Cost consciousness and budgeting effectiveness** (economical, saves on resources like time, materials, etc.)

10. **Subordinate appraisal and development** (objective in appraisal of subordinates and provides sound counseling and training)

11. **Problem solving capacity** (solves problems efficiently by considering every aspect)

12. **Delegation and leadership** (recognizes the weakness an strengths of subordinates and motivates and leads by example)