Appendix B

JOB PERFORMANCE SCALE
(Contextual performance)

Instruction: Given below are certain items related to your/your colleague'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. Integrity (beyond reproach, can take a stand at a great personal loss) ___

2. Maturity (emotionally stable, handles stresses and strains very well) ___

3. Sense of responsibility (shows total commitment to the job) ___

4. Initiative (enterprising, volunteers for additional duty, tackles different assignments with enthusiasm) ___

5. Attitude and conduct (will to work, feeling and thinking positively about the organization, job, fellow employees, proper behaviors in all situations, follows rules and regulations) ___

6. Openness and self awareness (open and receptive to comments, criticisms, suggestions from colleagues and subordinates and incorporating them in one's work) ___
7  **Teamwork** (cooperative and accommodating, offers to help others to accomplish the work)

8  **Interpersonal relations** (harmonious, maintains goodwill among juniors, peers and seniors).

9  **Keenness for improvement** (doing whatever it takes to achieve higher levels of job knowledge, output and quality)

10 **Conscientiousness** (guided by one’s sense of duty, complies with instructions even when seniors are not present, exercises discipline and self control)

11 **Considerate and sensitive** (tries to build and mend relationships, puts subordinates at ease and shows compassion)

12 **Perseverance and determination** (looks for challenging tasks and persists in overcoming obstacles to complete the tasks)