Assessment Form No. 2

**POTENTIAL**

Name of candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position to be filled up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Instructions*: Below is a rating scale to aid you in assessing the candidate’s capability to assume and perform higher duties and responsibilities. Please encircle a number you feel the candidate deserves as you go along the interview. The ratings are the following:

4 - Outstanding 2 - Satisfactory

3 - Very Satisfactory 1 - Unsatisfactory

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **LEADERSHIP -** means the ability to lead a group in order to attain the goals/objectives of the organization through: | **RATING** | | | |
| -Sound judgment | **4** | **3** | **2** | **1** |
| -Analytical mind | **4** | **3** | **2** | **1** |
| -Being a motivating factor | **4** | **3** | **2** | **1** |
| -Being a unifying factor | **4** | **3** | **2** | **1** |
| -Having vision/foresight | **4** | **3** | **2** | **1** |
| 1. **RESOURCEFULNESS -** means the ability to meet difficult situations and devise ways and means to resolve issues and concerns. | **4** | **3** | **2** | **1** |
| 1. **CREATIVITY/INGENUITY -** means being creative and imaginative. | **4** | **3** | **2** | **1** |

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Signature of Rater over Printed Name Date

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Designation

**UPM-HRD-F27**

Rev. 0 Page 1 of 1